

BRITISH TAEKWONDO CONTROL BOARD (WTF)



CONSTITUTION AND RULES

Amended 19th July 2009

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THE CONSTITUTION AND RULES OF THE BRITISH TAEKWONDO CONTROL BOARD (WTF)

Incorporated April 1982

(1) NAME

The title of the organisation shall be the *British Taekwondo Control Board (WTF)*, hereinafter referred to as 'The Board'.

(2) REGISTERED OFFICE

The registered office of the Board shall be:

British Taekwondo Control Board,
Manchester Tennis Centre,
Sport City Way,
Gate 2- Alan Turing Way,
Sport City,
Manchester,
M11 3FF

The registered office may only be changed by a resolution passed by a two-thirds majority of the Board's Council.

(3) OBJECTS

The objects of the Board shall be to:

- (a) Promote the practice and development of WTF Taekwondo in United Kingdom.
- (b) Organise, regulate and control the practice and the development of WTF Taekwondo in United Kingdom.
- (c) Affiliate to, assist, co-operate with and support those national and international organisations having objects approved by the Board.
- (d) Act as an advisory body on all matters appertaining to the practice and development of WTF Taekwondo through liaison with statutory and voluntary bodies, news media and other relevant parties.
- (e) Provide members with such services and support as may be available through their membership of the Board.

In furtherance of those objects, the Board may:

- (i) Operate and maintain a register of current membership and licence holders.
- (ii) Raise, administer and expend funds in its discretion.
- (iii) Arrange for the supply, purchase, sale and hire of all materials, goods and services as may be required.
- (iv) Do all such things as are incidental or conducive to the furtherance of the objects of the Board.

(4) MEMBERSHIP

(A) CATEGORIES OF MEMBERSHIP:

Membership to the Board shall be in one of the categories as follows:

- (i) **FULL MEMBERS** shall be clubs that have been elected to full membership of the Board by a two-thirds majority of the Board's Executive Committee present and voting at a meeting as hereinafter provided. A Full Member need not previously have been a Provisional Member.
- (ii) **PROVISIONAL MEMBERS** shall be clubs which the Board in its discretion elects, by a two-thirds majority present and voting at an Executive Committee meeting convened as hereinafter provided, as Provisional Members. The Board may by the same aforesaid majority impose such conditions or restrictions on Provisional Members as it shall deem necessary at the time of the election of the Provisional Member and may, by the aforesaid majority, remove or alter the said restrictions or conditions.

- (iii) **ASSOCIATE MEMBERS** shall be clubs which the Board in its discretion elects, by a two-thirds majority present and voting at an Executive Committee meeting convened as hereinafter provided, as Associate Members. The Board may by the same aforesaid majority impose such conditions or restrictions on Associate Members as it shall deem necessary at the time of the election of the Associate Member and may, by the aforesaid majority, remove or alter the said restrictions or conditions.
- (iv) **HONORARY MEMBERS** shall be persons whom the Board elects by a two-thirds majority of its Executive Committee present and voting at a meeting convened as hereinafter provided, as Honorary Members.
- (v) **GROUP MEMBERS** shall be organisations or groups of clubs that the Board in its discretion elects by a two-thirds majority present and voting at an Executive Committee meeting convened as hereinafter provided. The Board may by the same aforesaid majority propose alterations to the Terms of Reference in any written agreements between the Board and the Group Member. Such alterations shall only be enacted with the agreement of the Group Member.
- (vi) **INDIVIDUAL LICENCE HOLDERS** shall be persons holding a valid individual affiliation with the Board. Individual licences shall only be issued to members of Member Clubs or Member Groups. All individual members of a Member Club or a Member Group must possess valid licences and must apply for individual licences as soon as they commence training with the said Club or Group. An individual person's licence must remain valid during the period of his or her membership of the said Club or Group.

(B) RESIGNATION AND TERMINATION OF MEMBERSHIP

- (i) Any Member, Officer, Trustee or Appointee of the Board may terminate his or her membership of the Board upon giving three months notice in writing to the Secretary of the Board. Upon expiration of the period of such notice, the membership shall cease without prejudice to any outstanding claims at the said date by the Board against such party, or by such party against the Board.
- (ii) The Executive Committee may, by a resolution passed by a two-thirds majority present and voting at a meeting convened as hereinafter provided, terminate the membership of the Board of any Full, Provisional or Honorary Member with effect from the date decided in such resolution. Upon such date, the membership of the Board of such party shall cease without prejudice to any claims at the said date of termination by the Board such party, or by such party against the Board.

(C) MEMBERSHIP OF OTHER ORGANISATIONS

- (i) Members of the Board may not simultaneously hold licensed membership of any other taekwondo organisation within the United Kingdom if the said organisation is not a member of the BTCB. In this context, the term "member" shall refer to Full, Associate, and Provisional Member Clubs, to Member Groups and to the individual members of the said clubs or groups.
- (ii) Members of the Board may, if they so wish, and without prejudice, also be members of associations for other styles of martial art. Any decision as to what is or is not another style of martial art, distinct and separate from taekwondo, shall be at the sole discretion of the Executive Committee.

(5) ORGANISATION

The Board shall consist of two bodies, the Council and the Executive Committee. The Executive Committee may from time to time and as it considers necessary authorise and recognise various national and regional branches.

(A) THE COUNCIL

The Council shall be the ultimate authority of the Board.

- (i) **CONSTITUENTS:** The Council shall consist of:
 - (a) The Officers, these being defined as:
 - The Chairperson
 - The Vice-Chairperson
 - The Secretary-General
 - The Assistant Secretary-General
 - The Treasurer
 - The Registrar
 - (b) The Trustees, these being not less than two, nor more than four shall hold and be vested with the funds and properties of the Board for and on behalf of the Board.
 - (c) The Members are defined in Article 4 of this Constitution. Member clubs may nominate up to two representatives to attend Council meetings on their behalf.
- (ii) **QUORUM:** a Quorum for a meeting of the Council shall be twenty Full Members and/or Group Members and not less than 2 Officers. Where an Officer also represents a Full Member then he/she shall be counted once in each capacity for the purpose of this rule. Where an individual carries proxy votes, each proxy shall count towards the quorum.
- (iii) **VOTING MAJORITY:** Motions and resolutions of the Council and the election/appointment of Officers, Committee Members and Trustees of the Board shall require a vote and shall be passed by a simple majority of the Council.
- (iv) **ENTITLEMENT TO VOTE:** Only Full Members or representatives of Member Groups shall be entitled to vote at meetings of the Council, in accordance with Part 3 of the Regular Procedures described below. Full Members or Member Groups are not entitled to vote on matters pertaining to election of Officers and members to the EC, votes of no confidence, or matters pertaining to the amendment of the constitution for a period of five years from the date of admission into continuous membership. The vote for a Full Member shall be carried by the registered instructor, as named on the Club Affiliation form. The vote for a Member Group shall be carried by the Chairman or President of the Member Group.
- (v) **VOTE BY PROXY:** Full Members or Group Members not in attendance of meetings of the Council may nominate any individual attending the meeting to represent their interests and vote on their behalf. Such Members must send the Secretary-General the official proxy voting form, completed in full and confirming the right of the Proxy to represent the Full Member or Group Member and signed by the instructor of Full Members instructor or the Chairperson or President of the Member Group. Individuals attending any meeting may hold up to a maximum of two proxies and must be entitled to vote in their own right, as stated in Article 5(A)(iv) or be the registered Assistant Instructor or Secretary of the Full Member or Group Member.
- (vi) **ELECTION AND TENURE OF TRUSTEES:** The Trustees shall be elected by the Council at an Annual General Meeting and shall hold office until they resign and/or are replaced by duly elected nominees at an Annual General Meeting.
- (vii) **ELECTION AND TENURE OF OFFICERS:**
 - (a) The Chairperson, Vice-Chairperson, Secretary-General, Assistant Secretary-General, Treasurer and Registrar shall be elected and shall hold office in the same manner as the Trustees.
 - (b) Honorary Officer vacancies arising from time to time may be filled by the Executive Committee or the Council. Such appointees shall hold office until the next Annual General Meeting.

(B) THE EXECUTIVE COMMITTEE:

- (i) **CONSTITUENTS:** The Executive Committee of the Board shall consist of:
- (a) The Chairperson
 - (b) The Vice-Chairperson
 - (c) The Secretary-General
 - (d) The Assistant Secretary-General
 - (e) The Treasurer
 - (f) The Registrar
- Officers
-
- (g) Up to seven ordinary members
- (ii) **QUORUM:** A quorum for the Executive Committee shall be not less than five Committee Members.
- (iii) **VOTING:** Voting on the Executive Committee shall be by a simple majority vote of the members present and voting, other than on the admission of Members to the Board, as provided for under Article 4(A) of this Constitution. The Chairperson shall have a second or casting vote to be used in the case of a tie.
- In the case of matters that are urgent and non-contentious or that only require the formal approval of the Executive Committee, the Executive Committee may vote outwith meetings by electronic mail. The outcomes of such votes shall be authoritative but shall be appended to the minutes of the last meeting of Executive Committee by the Secretary-General and shall be formally confirmed at the next meeting of the Executive Committee.
- All proposed matters for voting by electronic mail shall be sent to the Chairperson or, in his or her absence or unavailability, the Vice-chairperson, who shall confirm that all members of the committee have received the voting requests and shall record the outcome of such votes. If neither the Chairperson nor the Vice-chairperson is available, the committee member who has called for the vote shall perform these functions.
- Electronic votes shall only be used in the absence of a meeting of the Executive Committee and shall not be accepted from those who are absent from a meeting of the Executive Committee.
- (iv) **SECTOR REPRESENTATIVES:** In addition to those members listed at Section 5B(i) above, each of the National Branches or regional areas and special sectors of the BTCB, as the Executive Committee may from time to time establish and as provided for in Section 5C below, may nominate one representative to attend meetings of the Executive Committee. Such representatives shall however, attend without voting rights. In this section and hereafter, 'national' refers to each of the four nations of the United Kingdom, namely England, Northern Ireland, Scotland and Wales. 'Regional' refers to any other areas or territories under the authority of the Board. 'Sectors' refers to committees or Branches to represent special groups or interests.
- (v) **THE POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE:** The Committee shall have the power:
- (a) To act in the name of the Board.
 - (b) To implement the policy of the Council and the objects of the Board.
 - (c) To form the policy of the Board between Council Meetings. Such policy shall be published in a BTCB Policy & Procedures Manual.
 - (d) To arrange the management and administration of the Board, purchase of materials and services, for providing security for loans and-Generally using and investing the funds and assets of the Board.
 - (e) To indemnify all or any of its Officers or Agents, for the cost of expenses of any actions taken in the name of the Board.
 - (f) To make such levies upon Members for financial contribution, to obtain funds and to make such charges as the Executive Committee may determine.
 - (g) To affiliate members and to arrange for the registration of such members, persons and classes of persons as the Executive Committee may deem it desirable to register.

- (h) To charge persons for the sale, hire, provision, supply or disposal of equipment, clothing, furniture, premises, fixtures and fittings of whatsoever nature. In addition, the Executive Committee shall be responsible for acquiring such items by such means as it may determine.
- (i) To make disbursements of funds, assets and equipment as may be decided by the Executive Committee in its discretion.
- (j) To receive, co-ordinate and administer grant applications on behalf of the Board and its members.
- (k) To arbitrate, mediate and conciliate in such matters as are requested by the Board's Members. The terms of reference, powers and sanctions of the Executive Committee shall be determined by agreement between the Executive Committee and the parties involved.
- (l) To impose disciplinary measures and sanctions against parties in accordance with the Discipline Regulations contained herein.
- (m) To make, amend and rescind such regulations and bylaws as the Executive Committee may require.
- (n) To appoint, determine the terms of reference and revoke such Sub-Committees as are required and to delegate to those Sub-Committees such matters as the Executive Committee may decide.
- (o) To delegate such authority as the Executive Committee may consider appropriate to the Sub-Committees to act on the Executive Committee's behalf.
- (p) To co-opt and dismiss such persons as may be required by the Executive Committee.

(C) National, Regional and Special Interest Branches

- (i) NATIONAL BRANCHES: The Board shall, where appropriate, authorise and recognise Branches in each of the four nations of the United Kingdom and in any other partially or wholly self-governing territories that are part of the United Kingdom or are dependants of the United Kingdom or in regions of England.
- (ii) SPECIAL INTEREST: The Board shall, where appropriate, authorise and recognise sub-committees or Branches for special interest groups.
- (iii) NAMES OF THE BRANCHES: The nomenclature of the Branches shall take the form of the words 'British Taekwondo Control Board' followed by the formal title of the nation or territory or region or the accepted name of the special interest group in parentheses. Such names may be translated into a local language if a Branch so wishes but the English language version of the name shall have priority.
- (iv) CONSTITUTION: Each Branch shall have a written constitution that shall be, insofar as is consistent with local laws and statutes, be identical with this constitution but with due alterations to meet local needs or to comply with local Laws and Statutes. The constitution of each Branch may only be amended with the approval of both its own Annual General Meeting and the Executive Committee of the BTCB.
- (v) AIMS AND OBJECTIVES OF THE BRANCHES: Each branch shall exist to develop the practice of WTF Taekwondo within its geographical boundaries or special interest group insofar as these aims and objectives are consistent with those of the Board.
- (vi) AUTHORITY AND CONTROL OF THE BRANCHES: The Branches shall have the authority to operate independently but shall provide the Executive Committee with copies of the minutes of all meetings of committees and sub-committees and shall inform the Executive Committee of the Board of all of the Branch's activities. The activities of a Branch may be suspended and its Council and Executive may be dissolved by the order of the Executive Committee or a Trustee of the Board, at any time and without prior notice. In such circumstances, any assets or goods held by the Branch shall become the property of the Board. Any Branch that is deemed by the Executive Committee or the Trustees of the Board to be acting in a manner that is not in accordance with the Branch's constitution shall be immediately dissolved and the conduct of the Branch and its officers shall be investigated by the Disciplinary Sub-committee of the BTCB.

Any Officer of any Branch who is deemed by the Executive Committee or the Trustees of the Board or by the Executive Committee of the Branch to be acting in a manner that is not in accordance with the Branch's constitution shall be immediately suspended from office and the conduct of the said Officer shall be investigated by the Disciplinary Sub-committee of the BTCB.

- (vii) Discipline: The Branches shall not operate independent discipline policies but they and their members shall be subject to the Disciplinary Sub-committee of the BTCB. All disciplinary matters shall be referred to the Disciplinary Sub-committee of the BTCB.

(6) ADMINISTRATION

- (a) The Council and the Executive Committee shall meet for the despatch of business, adjourn and otherwise regulate their meetings in accordance with the Standing Rules for debate.
- (b) Meetings of the Council and Executive Committee shall be minuted and the Minutes kept and properly preserved by the Secretary or such other persons as may be nominated by the Council or Executive Committee. The minutes shall be circulated and available at all reasonable times for inspection by Members and Officers.
- (c) The Council shall meet on notice from the Secretary as hereinafter provided if a request for such a meeting is made to the Secretary by the Chairperson, or by at least 2 Officers or 10 Full Members. Any such request to the Secretary shall be in writing, shall be dated and shall be signed by all those making the request. Within 7 days of the receipt of such request, the Secretary shall nominate the date and venue of the Council Meeting, which date shall be not less than fourteen (14) days and not more than 28 days from the date of the Secretary's receipt of the request.
- (d) The Executive Committee shall convene as necessary on notice from the Secretary as hereinafter provided and at the request of the Chairperson, or collectively, any four or more Officers and members of the Executive Committee.
- (e) The Secretary or a person nominated by him, or the Executive Committee, shall send by pre-paid letter post a written notice and agenda of and for every meeting of the Council and Executive Committee to the last address nominated to the Secretary by each of the Officers, Members, Trustees and Executive Committee Members, for the sending of such notices. Such notices and agendas shall state the-General particulars of the business to be transacted at that meeting and shall be sent at least fourteen (14) days beforehand, unless otherwise stated in this Constitution. Non-receipt of any such notice shall not invalidate a meeting.
- (f) The Chairperson of a Board Meeting, may, subject to the approval of the majority of those present and voting, invite any person to address the meeting.
- (g) The Chairperson for any meeting of the Board shall be the Chairperson of the Board. In his/her absence, the Vice-Chairperson shall assume the Chair. In his/her absence, the meeting shall elect a Chairperson from those present.

(7) ANNUAL GENERAL MEETING

- (a) An Annual General Meeting shall be held not less than ten, nor more than fourteen months from the date of the previous Annual General Meeting.
- (b) The precise date and venue of the Annual General Meeting shall be at the discretion of the Executive Committee. In their default, the Chairperson shall set the date.
- (c) At least 30 days clear notice of the date of the Annual General Meeting shall be given.
- (d) The business of the Board's Annual General Meeting shall include:
 - (viii) The submission of audited accounts for the last financial year.
 - (ix) The submission of an Annual Report.
 - (x) Election of those Officers whose term of office concludes at that Annual General Meeting.
 - (xi) Election of Members to the Executive Committee.
 - (xii) Election of Trustees
 - (xiii) Appointment of Auditors.
- (e) Nominations for election of Officers, Trustees and Executive Committee Members must be made in writing to the Secretary-General or to a person nominated by him/her or the Executive Committee and must be received at least 21 clear days before the Annual General Meeting.

- (f) The debates and voting at the Annual General Meeting shall be conducted as described in Part 3 of the Regular Procedures described below and in Article 5 of this Constitution.
- (g) Extraordinary General Meetings may be called under the same provisions of this Article as an Annual General Meeting. Extraordinary General Meetings shall be conducted in the same manner as an Annual General Meeting, as provided for by this Article, Article 5(A)(iv-v), Article 10(B)(vii) and Regular Procedures.

(8) GENERAL

- (a) Auditors appointed by the Board shall be incorporated or Chartered Accountants.
- (b) The Financial Year of the Board shall run from 1st January to 31st December, inclusive.
- (c) Any alteration or amendment to this Constitution and Rules, or a resolution for the dissolution of the Board shall require a two-thirds majority of the Full Members entitled to vote at a Council Meeting specifically convened for that purpose.
- (d) If upon the dissolution of the Board there remain after satisfaction of all its debts and liabilities any funds or other assets, they shall be applied as far as is possible to the furtherance of such objects similar to those of the Board as may be determined by the Council. Insofar as the said remaining assets cannot be so applied, then they shall be applied for any purpose that the Council may decide. In the Board's default, the retiring Executive Committee shall so apply the funds, or any other assets.
- (e) The Interpretation Act of 1889 and subsequent amendments shall apply to this Constitution and Rules.

(9) MEMBERSHIP

- (a) Full Members of the Board shall be clubs practising WTF Taekwondo in the United Kingdom that have:
 - (i) Been elected to Full Membership by the Board.
 - (ii) Paid all licence and affiliation fees due to the Board.
 - (iii) Agreed to comply with such terms and conditions of membership as the Committee may impose upon Full Members-Generally or specifically.
 - (iv) Maintained an annual licensed membership of not less than 20 practitioners.
 - (v) Where a Full Member has failed to maintain an annual licensed membership of 20 for a period of one year, then the Executive Committee may, at its discretion, suspend the Full Membership of the club concerned in favour of Associate Membership.
- (b) Provisional Members of the Board shall be clubs practising Taekwondo in the United Kingdom and seeking eventual Full Membership of the Board that have:
 - (i) Been elected to Provisional Membership by the Board.
 - (ii) Agreed to comply with such terms and conditions of membership as the Committee may impose upon Provisional Members-Generally or specifically.
- (c) Honorary Members of the Board shall:
 - (i) Have been accepted into Honorary Membership by the Executive Committee.
 - (ii) Agreed to comply with such terms and conditions of membership as the Executive Committee may impose upon Honorary Members either-Generally or specifically.

(10) ELECTION OF OFFICERS

(A) Election and Tenure of Officers

Members of the Board shall be elected by the Council at the Annual General Meeting. The duration of office for each member shall be 5 years with a review period every 12 months whereby; if an Officer or Committeeman is not discharging his/her responsibilities effectively and without good reason, such an Officer or Committeeman shall be called to account at the Annual General Meeting and be caused to stand for re-election.

In the case of an Office becoming vacant mid-term a replacement shall be elected at the next meeting of the Executive Committee of the Board. Any Officer so elected shall serve for the remainder of the period ending at the next Annual General Meeting of the Board.

No more than two officers shall resign their posts or become liable for re-election in any one year. The Officers shall agree a voluntary rotation to achieve this requirement.

(B) Eligibility for Election

- (i) Candidates eligible for election to the Executive Committee shall normally be persons who either have been members of the BTCB for a minimum of twelve months or are voting representatives of Member Groups or are persons who have a long-standing association with a Member Club. Representatives of Member Groups may not stand for Officer posts. Candidates must normally be resident in the United Kingdom.
- (ii) If there are no candidates who meet the criteria in 10(B)(i), other persons may, at the discretion of the Executive Committee, stand for election.
- (iii) All persons elected to the Executive Committee that are not already members of the BTCB or a Member Group, must take out BTCB membership as soon as they are elected and such membership must be maintained during the period of tenure.
- (iv) Anyone found guilty of any disciplinary offence as specified in the Disciplinary Regulations and who is subject to any penalties therein shall not be eligible for election to the Executive Committee while the penalty is in force.
- (v) The Executive Committee may veto the candidature of anyone who can be shown to either have acted or be acting or be likely to act against the interests of the BTCB or its members.
- (vi) Any prospective candidate shall have the right to appeal against any such veto as specified in Article 10(B)(v). Any appeal shall be conducted by two Trustees of the Board and one representative of the British Olympic Association.
- (vii) If any appeal as specified in Article 10 (B) (vi) is upheld, the election for the relevant post shall be considered void and a second election shall be held at an Extraordinary-General Meeting of the Council.

(C) Nominations for election

- (i) Only those who are members of the BTCB or are representatives of a Member Group may nominate a candidate for election to the Executive Committee.
- (ii) Candidates may not nominate themselves.

REGULAR PROCEDURES

The Regular Procedures should at all times be considered in conjunction with appropriate sections of the Constitution and Rules. No ruling or interpretation may be made from these Regular Procedures which would in any way be contrary to this Constitution or the principles contained within.

(1) STANDING ORDERS FOR MEETINGS

- (a) If the Chairperson is not present within thirty (30) minutes after the time appointed for the commencement of the meeting, the Chair shall be taken by the Vice-Chairperson or, in his absence, by a Representative chosen by those Full Members and Officers present and entitled to vote.
- (b) The Chairperson of the Meeting shall conduct the Meeting in accordance with these Regular Procedures and the Rules of Debate and subject thereto, his ruling on any matter or procedure shall be final.
- (c) Officers of the Board shall not be entitled to vote unless the contrary is expressed in this Constitution.
- (d) No vote shall be accepted for any Member who is not present.
- (e) The Chairperson of the Meeting shall ensure that all who vote are entitled to do so.
- (f) Except as otherwise may be provided for in the Constitution or Procedures, in the case of an election or motion put, the candidate or candidates, or motion receiving the greater number of votes cast shall be declared elected or adopted. An abstention shall not count as a vote cast.
- (g) A meeting may be adjourned by a resolution carried by a two-thirds majority vote. At the reconvened meeting only business in accordance with the original agenda shall be transacted.
- (h) It shall be the duty of the Members to ensure that their views are represented on the Board.
- (i) These Regular Procedures or any part of them may be suspended in whole or part for the whole or any part of a meeting by a resolution carried by two-thirds of the Full Members and Officers of the Board present.

(2) RULES OF DEBATE

- (a) Any person entitled to be present and wishing to speak shall address the Chairperson of the Meeting, hereinafter referred to as 'Chairperson'. If more than one person wishes to speak, the Chairperson shall decide the order of speakers.
- (b) Any motion, unless the terms are set out in the agenda circulated prior to the meeting shall, if the Chairperson so requires, be put in writing before the vote is taken.
- (c) A motion shall not be debated until it has been seconded.
- (d) Any amendment proposed to a motion must be relevant and not be a direct negative. It shall not be debated until seconded.
- (e) When an amendment has been moved and seconded, no further amendment may be moved until it has been disposed of, but notice of intention to move a subsequent amendment may be given without comments, except the-General nature of the amendment during the course of the debate.
- (f) If an amendment is defeated, a further amendment may be proposed provided it is not substantially the same as the defeated amendment.
- (g) The proposer of a motion, with the consent of a seconder may signify that he/she is willing to accept an amendment but at the Chairperson's discretion debate may continue.
- (h) Any motion having been proposed and seconded may only be withdrawn by consent of the meeting.
- (i) Any person entitled to be present at the meeting and entitled to vote, who has not already taken part in the debate on a motion, or on an amendment may, at the end of the speech of another person, move without comment:
 - (i) that the question be now put
 - (ii) that the debate of the motion be now adjourned to the next meeting
 - (iii) that the meeting proceed to the next business
 - (iv) that a time limit be imposed on the debate of the question.

- (j) If the motion is seconded, the Chairperson shall at once put it to the meeting. If a motion that the question be now put is carried, the proposer of the affected motion may nevertheless exercise his right of reply. If either of the other procedural motions in accordance with sub-paragraphs (b) and (c) above is passed, the meeting shall immediately proceed to the next item of business.
- (k) Subject to paragraph 'h' and this paragraph, the Chairperson shall decide when the vote is to be taken.

(3) Notes for Annual General Meeting

- (a) Only clubs with a current club membership – Full, Associate or Provisional – or Members Groups will be entitled to attend the meeting. Entitlement to vote is as described in the BTCB Constitution. The representative of a Full Member club entitled to vote must be the club instructor as registered in the club affiliation form. The representative of a Member Group must be the Chairman or President of the Member Group.
- (b) Clubs or Member Groups must pay their annual registration fee at least fourteen (14) days prior to the meeting in order to be eligible.
- (c) Associate and Provisional member clubs can attend and address the meeting but do not have the right to vote.
- (d) Full Member clubs and Member Groups not present can appoint a proxy to vote on their behalf. Only two proxy votes can be held by any one individual. All proxy votes must use the proxy voting form (PVF1). You may appoint the Chairman of the AGM or any individual as specified below (e).
- (e) Proxy votes may only be carried by members of the BTCB who must be at least 18 years of age and eligible to vote in their own right (i.e., as the Instructor of a Full Member or as the Chairperson or president of a Member group).
- (f) Your proxy may vote you on your behalf in any poll. However, the instruction of how to vote must be conveyed by way of placing an “X” in the appropriate box in form PVF1. It must also be signed by you and a copy of your current licence, instructor insurance certificate and club affiliation certificate must be attached to the form and received by the Secretary-General at least 7 days prior to the date of the AGM. Your proxy can then use the votes accordingly, but may not address the meeting (unless he/she is entitled to do so in his/her own right), only to be included in any poll. (WD: What does this last bit mean?)
- (g) All attendees must produce their current BTCB licence, Instructor insurance certificate and club affiliation certificate at the AGM prior to the start of the meeting to receive the relevant information and voting forms.
- (h) All voters must produce a valid form of photographic identification at the meeting. This must be either a valid passport, a photo driving licence or a BTC instructor registration card or certificate.
- (i) Each club or Member Group eligible for entry to the AGM is permitted to have one representative to address the meeting and one observer who may not address the meeting.
- (j) Constitutional Reform items may be added, altered, amended or revised at the discretion of the voting members of the AGM.
- (k) The BTCB Executive Committee has the right to allow external observers into the meeting at its sole discretion.
- (l) All voting will be by card vote.
- (m) The BTCB Executive Committee wishes to follow best practice and common law framework practices in the management and administration of the AGM. The meeting Chairman has a duty to ensure the proper and orderly conduct of the meeting.

Appendix 1

THE BRITISH TAEKWONDO CONTROL BOARD (WTF) DISCIPLINE REGULATIONS

Terms of reference

- (1) The Vice-Chairperson of the National Executive is responsible for the management and discipline of the bona-fide members and shall hold the office of 'Chairperson of the Disciplinary Sub-Committee' hereinafter called ('The Chairperson').
- (2) All members shall be subject to the disciplinary code herein.
- (3) The Chairperson shall appoint one or more Investigating Officers as (in his absolute discretion) he/she sees fit who shall have full conduct of all disciplinary matters, (subject to appeal as hereinafter mentioned) breaches of the code and complaints.
- (4) Any Investigating Officer shall be deemed to be duly appointed on production of a written authorisation signed by the Chairperson. Such authorisation shall define the area for which the Investigating Officer has jurisdiction and may be revoked at any time by the Chairperson in writing.

Code of Conduct

- (1) All Clubs and Associations recognised by the British Taekwondo Board should follow the rules and code and be responsible for the behaviour of their members, the maintenance of technical and ethical standards and respect for the Constitution of the BTCB (WTF). All persons who are members should also follow the same rules and code.
 - (a) Special care must be given to the teaching of young persons and vulnerable adults.
 - (b) Dangerous techniques should only be taught with discretion and with proper supervision.
 - (c) Members should avoid irresponsible public statements.
 - (d) Public displays should not include over-sensational aspects, and advertisements should avoid publicity on offensive-type weapons.
 - (e) Emphasis should be given to skills, philosophy and when appropriate, to the sporting and competitive elements.
 - (f) Training should not include overbearing discipline or excessive force.
 - (g) Students must not be subjected to physical, mental or emotional abuse.
 - (h) All fees should be reasonable; this specially applies to class tuition.
 - (i) There must be no overcrowding in classes and teachers must ensure adequate supervision.
 - (j) There should be generation of mutual respect, both within the Association and with other official bodies for Martial Art discipline. Dealings must be confined to the officially recognised Governing Bodies.
- (2) Members shall conduct themselves in a fit and proper manner while attending or taking part in any Taekwondo Activity, whether officially sanctioned by the BTCB or not. Members shall conduct themselves in a fit and proper manner while attending or taking part in any other events in which they represent or are seen to represent the BTCB or British taekwondo.
- (3) Members must not misuse their knowledge of the Martial Arts or boast of power or ability for an improper purpose. They should by example and observance of the Code of Conduct, provide the public with a better understanding of Korean Martial Arts.
- (4) Members shall be courteous and polite at all times.
- (5) It shall be the duty of any member of the BTCB to inform the Chairperson of any criminal offence for which he/she is charged in writing within fourteen (14) days of being charged, giving details of any subsequent Court Hearing. It is further incumbent on any person so charged to inform the Chairperson of the outcome of the Hearing.
- (6) **Consumption of Alcohol or Drugs**
 - (a) Members shall not take part in any Taekwondo activities after having consumed either alcohol or drugs which, having regard to the amount of consumption and all the circumstances might in the opinion of the Investigating Officer affect his/her performance. Without prejudice to the-Generality of the foregoing, Taekwondo activity includes taking part in any competition, demonstration or class as an instructor, student, competitor or any person taking an active part in a demonstration.
 - (b) Section 6(a) shall not apply to any medicine or drugs prescribed for the health and welfare of any member by a fully qualified medical practitioner provided there is full compliance with any provision given by the said medical practitioner and provided that

such drugs are not used in contravention of any rules governing athletes taking part in any Olympic sport, including but not limited to the World Anti-Doping Code.

(7) Publications by Members

- (a) Literary and artistic works are Generally encouraged. However, special consideration will need to be given to the publication of books, artistry, or videos for payment on subjects relating to a member's work on behalf of the BTCB.
- (b) Any member who proposes to become involved in any of the matters raised in 7(a) above, shall obtain the consent of the Vice-Chairperson of the National Executive in the following circumstances:
 - (i) Where the publication is based on information, either in whole or in part, acquired during the course of any office or position within the BTCB.
 - (ii) In circumstances when it might reasonably appear that the publication has been produced by, or on behalf of the BTCB or any of its officers, (who may or may not be the author) or in circumstances where it might seem that the publication has been given approval or sanction by the BTCB or any of its officers.

(8) Specified disciplinary matters

The following are disciplinary matters that may be considered appropriate for investigation by the Investigating Officer:

- (i) **Abuse of authority:**
Use of authority or position for personal gain or advantage, or in such manner as would unfairly prejudice the legitimate interests of any other person (whether a BTCB member or not), or for any other purpose for which that authority was not intended.
- (ii) **Corrupt or improper practice:**
Use of any controlled drug or receipt of any gift, including any advantage or favour (pecuniary or otherwise) in circumstances where it might be inferred that there is a connection between such receipt and the performance of any duty as an officer or otherwise. (If there is any doubt as to the infringement of this rule, a declaration should be made to the Chairperson before any such gift is accepted.)
- (iii) **Neglect of duty:**
Failure to act at a time when a duty (express or implied) has arisen.
- (iv) **Falsehood:**
Falsely holding out as having any official position, responsibility, authority, or grading.
- (v) **Misuse of official documents:**
Use of any document purporting to represent the BTCB expressly or implicitly as agent or otherwise without proper authority from the person entitled to give such authorisation or use of any document which exceeds that authority.
- (vi) **Improper disclosure of information or irresponsible public statements:**
Disclosure to a third party of any information which has been identified by any member of the NEC as being confidential, or disclosure of any other information which might prejudice the legitimate interests of the BTCB, or its members, or disclosure of information supplied by any person who might reasonably expect that such information should remain confidential.
Publication or distribution of material or correspondence that is libellous or unreasonably critical of the BTCB or its members shall constitute a disciplinary offence. This shall apply especially to material that is intentionally designed to harm the reputation or to impugn the integrity of the BTCB as an association or any of its individual members, whether they hold official positions in the BCTB or not.
- (vii) **Loss of, or damage to, BTCB property or improper handling or use of BTCB funds:**
All members have a duty of care in respect of BTCB property and funds. This includes the property or funds of any sectors, sub-committees, branches, Member club or Member Group of the BTCB. Any person who fails in that duty, or damages the said property, or misuses, mishandles or misappropriates BTCB funds, commits a disciplinary offence. The duty also extends to the loss or damage of the said property or funds where a member has expressly or impliedly accepted responsibility for the same.
- (viii) **Absence from official designated duty:**
Where an official of the BTCB is required by his position to be in a particular place and a particular time, his absence without reasonable excuse becomes a disciplinary offence.

- (ix) **Criminal conduct:**
Action which amounts to the commission or complicity in any criminal offence contrary to the laws of England and Wales or, where relevant, the laws of Scotland.
- (x) **Misconduct:**
Any conduct, whether publicly known or not, which would in the opinion of the Chairperson be likely to bring the BTCB or its members or the sport of Taekwondo into disrepute.
- (xi) **Gross misconduct:**
Misconduct which in the opinion of the Investigating Officer, having regard to all the circumstances, is sufficiently serious to merit a higher level of penalty.
- (xii) **Non compliance with competition rules:**
Failure, without reasonable excuse, to comply with the BTCB rules whilst taking part in a Taekwondo competition, (whether or not it has been officially sanctioned by the BTCB) or to comply immediately with any direction of an official, howsoever given. This shall apply if a player flagrantly contravenes competition rules, especially with the clear intention to injure another person, or if a coach or other team official or team member deliberately encourages a player to act in such a manner.
- (xiii) **Misconduct abroad:**
Misconduct outside the United Kingdom.
All of the above apply to misconduct outside the United Kingdom when the member is participating in taekwondo activities or is representing the BTCB or British taekwondo. This includes any conduct which, in the opinion of the Chairperson fails to accord with ordinary standards of decency.

(9) Penalties

- (a) Any person found guilty of any of the provisions set out herein shall be subject to any of the following penalties:
 1. Caution
 2. Reprimand
 3. Dismissal from office and/or
 4. Suspension from membership for any period of time
 5. Withdrawal of honorarium for any period of time

Imposition of any of the above does not preclude the BTCB from taking legal proceedings, either civil or criminal, against any person.
- (b) A caution is a statement that the person concerned is guilty of an offence under these regulations and a warning not to repeat such offences.
- (c) A reprimand is similar to a caution but may include various conditions, such as, but not limited to, suspension of privileges (including membership) for a specified period of time.
- (d) Where any penalty is imposed, the offence shall not attract any other penalty if the person cautioned confirms in writing that he/she agrees and accepts that he/she is guilty of the matter requiring the attention of the Investigating Officer. If a person refuses to accept a penalty, an alternative penalty may be imposed.
- (e) The Investigating Officer may propose the suspension of any penalty imposed for such period, as he/she thinks fit.
- (f) The Chairperson shall give the person subject to any penalty written confirmation of the decision.
- (g) If a member is found guilty of misconduct, serious misconduct, misconduct abroad or any offence resulting in personal injury to any other person, the following additional penalties may be imposed:
 - (i) Removal of any right or privilege.
 - (ii) Removal or suspension from membership of the BTCB Olympic Squad or any other BTCB team.
 - (iii) Dismissal from membership either permanently or temporarily.

Where the sentencing powers are deemed to be insufficient, the Chairperson may impose any other penalty deemed fit by the NEC and the Investigating Officer may refer any case to the Chairperson for this purpose.

DISCIPLINARY & COMPLAINTS PROCEDURE

Any member having a complaint against another member, or a grievance against the BTCB or any decision taken by a person entrusted with authority, or otherwise acting in an official capacity, may adopt the following procedure provided always that the BTCB has jurisdiction to intervene in such a complaint or grievance, and the Investigating Officer shall have absolute discretion in defining the limits of his jurisdiction subject to appeal. This procedure may also be invoked by the Executive Committee of the BTCB for disciplining members for any breach of the Code of conduct in its entirety.

- (1) The complainant or person agreed hereinafter called "the applicant" should write to the Investigating Officer (Regional Representative) for the area in which the complaint or grievance arose.
- (2)
 - (a) The applicant shall submit a fee of £250.00 and details of the incident giving rise for concern. Such details should contain the date, time and place of the incident and the names, addresses and telephone numbers of the applicant of all persons who are willing to come forward as witnesses.
 - (b) Upon receipt of a disciplinary complaint, the Executive Committee may waive the fee in case where the alleged offence affects the BTCB or its members in general or where the payment of the fee could cause financial hardship.
 - (c) The application fee of £250.00 shall be refunded if the complaint is upheld.
- (3) On receipt of the application, the Investigating Officer shall notify the person named by the applicant as being the subject of the complaint or grievance (hereinafter called the respondent) who shall reply by supplying the details as set out in 2 a) above.
- (4) Where the BTCB is the respondent, the Chairperson of the Board shall nominate a person to act on its behalf and who shall have full authority to act in this function and carry out any investigation or enquiries that are necessary.
- (5) In exceptional cases where the applicant can demonstrate a genuine fear of reprisal or some other substantial reason, the Investigation Officer may, at his discretion, entertain an anonymous application and the requirements in paragraph 3 above shall be waived accordingly.
- (6) On receipt of both the application and the reply, the Investigating Officer may seek further information formally or informally from either party.
- (7) The determination of the application shall, at the discretion of the Investigating Officer, take place with or without the attendance of both parties.
- (8) If the Investigating Officer resolves that the application is to be determined by a hearing of both parties, a date shall be fixed for such a hearing. The hearing shall take place informally and the Investigating Officer may adopt any procedure in his absolute discretion.
- (9) When one party attends but the other does not, the Investigating Officer may decide to proceed in the absence of the party who has not attended or he/she may adjourn to another date.
- (10) Where the Investigation Officer decides a case in the absence of either party, he/she may re-hear the case if he/she is satisfied with the reason for non-attendance, but before doing so he/she may make an order as to costs as a precondition to the hearing.
- (11) When a member is under investigation, suspension from Board approved events may be applied without recourse to the outcome of the investigation.
- (12) The Investigating Officer shall give his report to the Chairperson within **seven (7)** days of the hearing (or within a reasonable time if there is no hearing), who will be responsible for placing the report before the NEC at its next convened meeting. With the approval of the NEC, the Chairperson of the Disciplinary Sub-committee shall inform both parties of the decision. He/she shall also provide written details giving reasons for the decision.
- (13) The NEC may, at any state in the proceedings intervene and take over full conduct of the investigation and in so doing, shall have the same powers to deal with the matter. (This course of action would normally be adopted where the application gives rise to a question of national importance, or the remedial action is outside the Investigating Officer's terms of reference.)

Appeals

- (14) Any person aggrieved at the decision of the Investigating Officer on any procedural matter, may appeal to the National Executive Committee, within 7 days of notification of the decision, who may appoint either one or more adjudicators to hear the appeal and whose decision shall be final.
- (15) Any person seeking an appeal may not do so without leave of either the Investigating Officer or the National Executive Committee.
- (16) On application for an appeal the person seeking to appeal shall submit a fee of £250.00 and state the reason for his dissatisfaction with the earlier adjudication. The application fee shall be refunded if the appeal is successful.
- (17) The adjudicating officials shall determine the procedure for the appeal.

Definitions

- BTCB:** means British Taekwondo Control Board and/or any subsequent renaming, or change in legal status.
- Investigating Officer:** shall, where possible, be the regional representative for the area giving rise to the complaint or grievance.
- All members:** shall include those whose membership status has lapsed or who resign prior to the conclusion of the investigation.
- Controlled drug:** any drug or substance in whatever form which is a controlled drug within the meaning of Section 2 of the Misuse of Drugs Act 1971, and/or any statutory re-enactment, modification or amendment thereof, or which is prohibited for the purpose of taking part in any Olympic sport.