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# Taekwondo Chungdokwan Great Britain Constitution and Rules



As adopted by the Annual General Meeting on the 26<sup>th</sup> January 2003 and last amended at the Annual General Meeting on the 31<sup>st</sup> January 2021.

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Great Britain

# CONSTITUTION AND RULES

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## TAEKWONDO CHUNGDOKWAN GREAT BRITAIN

### 1. Title of the Association

The title of the association shall be Taekwondo Chungdokwan Great Britain, referred to below as the “**TCGB**”.

### 2. Headquarters

Contact with **TCGB** will be through the Secretary General.

E-mail [sec@chungdokwan.org.uk](mailto:sec@chungdokwan.org.uk)

### 3. Objectives

The objectives of **TCGB** shall be to:

- 3.1. Promote the sport, practice and spirit of Tae Kwon Do.
- 3.2. Organise, direct and regulate the practice of Tae Kwon Do within the membership.
- 3.3. Affiliate to and co-operate with all relevant local, national and international statutory bodies.
- 3.4. Operate a membership register, arrange insurance and raise and administer funds as necessary.

### 4. Membership

Membership shall comprise those groups (clubs, schools, or associations) that have been approved by the Management Committee through;

- 4.1. Being elected to membership
- 4.2. Paying all licences and fees as appropriate to their class of membership
- 4.3. Complying with such terms and conditions of membership that may have been imposed by the Management Committee, either generally or specifically.

#### 4.4. Classes of Membership

- 4.4.1. **Full Members:** those elected by a two-thirds majority at a meeting of the Management Committee. Full Members shall be entitled to send representation to the Annual General Meeting and other general meetings of **TCGB**. Full Members shall be required to license the whole of their membership through TCGB and to pay an annual club

registration. Upon completion of one year of membership and subject to maintaining a minimum of 20 licensed members, a Full Member shall be entitled to one vote at the Annual General Meeting or other general meetings.

4.4.2. **Provisional Members:** those who have applied for full membership upon payment of the appropriate fees shall be entitled to provisional membership. Provisional membership shall confer the right to use **TCGB**'s licensing facilities, attend events, and participate as otherwise appropriate within **TCGB**. Provisional members shall not be entitled to attend or vote at meetings of **TCGB**. Election to full membership shall be considered at the first meeting of the Management Committee following the member's admission as a Provisional Member. The member shall be entitled to attend this meeting and present their case for election. The meeting may choose to either confer full membership or to extend the period of provisional membership for a period of not exceeding 12 month. In the event of the member not being elected to full membership and not having their period of provisional membership extended; their provisional membership shall be terminated. In the event of the period of provisional membership being extended, the Management Committee shall reconsider the application prior to the completion of the extension period and either grant full membership or terminate the membership.

4.4.3. **Individual Membership:** a license shall be issued to all persons approved by instructors and who have paid the required individual membership fees. Such persons only will then become Individual Members of **TCGB**.

4.4.4. The term Member as used within this Constitution and Rules shall refer only to those groups, school, clubs, and associations holding membership as either Full Members or Provisional Members.

#### 4.5. **Termination of Membership**

##### 4.5.1. **Resignation**

Any member may terminate their membership of **TCGB** upon giving three months notice in writing to the Secretary General. Upon completion of the notice period, the membership shall cease without prejudice to either party.

##### 4.5.2. **Termination**

The Management Committee may by a resolution passed by a two-thirds majority of those present and voting at a properly convened meeting terminate the membership of any member. The membership will be terminated effective of the date of such a resolution. The termination will be without prejudice to either party.

##### 4.5.2.1. **Appeal against Termination**

An appeal against termination of membership shall be allowed at the subsequent Annual General Meeting. The terminated member may present their case as a motion to such a meeting, and provided that it attracts a proposer and seconder it shall be debated and voted upon accordingly. A simple majority shall be required for the termination to be confirmed.

## **5. Use of the TCGB Name**

- 5.1. In consideration of Paragraph 5 and its sub-paragraphs, the restraints on the use of **TCGB's** name shall equally apply to any logo or trademark and to the reputation of **TCGB**.
- 5.2. **TCGB's** name may only be used by members with the prior written general or specific approval of **TCGB**.
- 5.3. Requests for the use of **TCGB's** name for any purpose whatsoever must be submitted in writing to the Secretary General. The Management Committee shall consider such requests and grant or deny as it deems appropriate.
- 5.4. Any use of **TCGB's** name without prior written approval shall be considered a breach of the Code of Conduct.
- 5.5. Use of **TCGB's** name by a member shall not constitute shared liability on behalf of **TCGB** in any financial or other aspect in which the name is used.

## **6. Annual General Meeting (AGM)**

- 6.1. The Management Committee shall call an Annual General Meeting not less than 11 months and no more than 13 months after the previous AGM. The meeting will be convened with not less than 14 days notice and a specific agenda circulated to all members.
- 6.2. A single representative shall attend to represent each entitled member.
- 6.3. Business shall be:
  - To consider the outcome of the previous year's activities.
  - To consider the financial outturn of the previous year.
  - To elect those officers of TCGB that are due for re-election at that Annual General meeting.
- 6.4. A quorum shall be present if one third of voting member groups are represented.

## **7. Other General Meetings**

- 7.1. A general meeting other than the AGM may be called by the Management Committee or by written request to the President signed by not less than 6 Full Members.
- 7.2. The date and business of the meeting must be notified to all members at least 14 days prior to the meeting.
- 7.3. Membership and quorum shall be as for the AGM

## **8. Organisation**

- 8.1. The administration of TCGB shall be through a Management Committee responsible for strategic direction. The Executive Officers shall be responsible for the day-to-day operation of the association between meetings of the Management Committee.

### **8.2. Management Committee**

- 8.2.1. The governing body shall consist of a Management Committee elected at the AGM in accordance with paragraph 6.3.
- 8.2.2. The Management Committee shall comprise the following Executive Officers: -
  - President

- Vice President
- Technical Director
- Secretary General
- Treasurer
- Welfare Officer

and the following General Officers: -

- Publicity Officer
- Chairperson Tournament Committee
- Education Officer

8.2.3. Management Committee Officers, other than Executive Officers, shall be elected for a period of one year. The Executive Officers shall be elected for a period of three years. Each position will become subject to election every third year, however this shall be staggered to ensure continuity. In the first year following the adoption of this constitution, the position of Secretary General shall be subject to election and subsequent every three year thereafter. In the second year following adoption, the position of President shall become subject to election and subsequently every three years thereafter. In the third year after adoption, the positions of Treasurer/Registrar, Technical Director and Vice President shall become subject to election and subsequently every three years thereafter. In the event that an Officer resigns during the period of office the Management Committee may co-opt a replacement. In the case of an Executive Officer, the position will become subject to election at the following AGM with the period of office to cover the remaining term as laid out by this clause.

8.2.3.1. Nomination for election to the Management Committee must be supported by a proposer and seconder and received by the Secretary General at least seven days prior to the AGM.

8.2.3.2. The proposer and seconder must be from separate full member groups who have voting rights.

8.2.3.3. Nominated candidates must be in membership of full member group with voting rights.

8.2.4. The Management Committee shall meet not less than six times a year and when convened by the President. A quorum shall be not less than 5 officers, of whom one shall be the President or the Vice President.

8.2.5. The duties of the Management Committee shall be:

- To conduct all matters set out in item 3 regarding the objectives of TCGB and item 4 regarding affiliation of TCGB.
- To arrange and control the programme of activities
- To oversee the management of all financial matters
- To oversee the activity of the Executive Officers
- To consider all requests for membership
- To appoint, and establish terms of reference for any sub-committees as required
- To be responsible for the acquisition of facilities and equipment by such means as it may determine
- To make disbursements of funds, assets, and equipment

8.2.6. The duties of the Executive Officers shall be:

- To implement the policy of the Management Committee
- To form policy between meetings of the Management Committee
- To arrange the management and administration of TCGB
- To impose disciplinary measures and sanctions in accordance with the Code of Conduct and Disciplinary Procedures

## **9. General**

- 9.1. All meetings shall be chaired by the President or another officer elected as chairperson at and for that meeting.
- 9.2. The chairperson shall be responsible for the conduct and timing of business, which will be in accordance with statutory rules of debate.
- 9.3. Voting on all motions and resolutions at meetings shall be by a simple majority except where explicitly required differently by these Constitution and Rules.
- 9.4. Only Full Members, who have completed one year of membership and who maintain a licensed membership of at least 20 members, shall be entitled to vote.
- 9.5. With the exception of Section 2 - Headquarters, these Constitution and Rules may only be amended by a majority of two thirds of members present and voting at a General Meeting.
- 9.6. Section 2 will be deemed amended by the election of a new Secretary General.
- 9.7. TCGB may be dissolved by a properly convened Annual General Meeting or other general meeting upon a vote of two-thirds of the membership present and entitled to vote. Upon dissolution, and following the repayment of any debts and liabilities, the retiring Management Committee may dispose of the remaining assets in any way that is consistent with the objectives of TCGB.

## **10. Standing Orders for Meetings**

- 10.1. All meetings will be chaired the President of **TCGB**. If the President is absent, has a material interest in an item, or wishes to significantly participate in discussion, the meeting may elect an alternative chairperson for the whole or any part of the meeting.
- 10.2. The Chairperson of the meeting shall conduct the meeting in accordance with these Standings Orders and the Rules of Debate. The Chairperson's ruling on any matter or procedure shall be final.
- 10.3. No vote shall be accepted for any Officer or Member not present.
- 10.4. The Chairperson of the Meeting shall ensure that only those who vote are entitled under paragraph 4.4.1 do so.
- 10.5. Except as otherwise provided for in the Constitution and Rules, 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.
- 10.6. A meeting may be adjourned by a resolution carried by a two-thirds majority of those present and voting. On being reconvened the meeting shall only conduct business in accordance with the original agenda.
- 10.7. These standing orders may be suspending in full or in part, for the whole or any part of a meeting upon passing of a resolution supported by two-thirds of those present and voting.

## **11. Rules of Debate**

- 11.1. Any person present, and entitled to speak, wishing to speak must address the Chairperson of the meeting. If more than one person wishes to speak, the Chairperson shall decide the order of speakers.
- 11.2. Any motions, unless the terms are set out in the agenda circulated prior to the meeting, shall be put in writing unless the Chairperson rules otherwise.
- 11.3. A motion shall not be debated until it has both a proposer and seconder. Once a motion has a proposer and seconder, it may only be withdrawn from debate with the consent of the meeting.
- 11.4. Any amendment to a motion must be relevant and not negate the original purpose of the motion.
- 11.5. Once an amendment has been moved and seconded, the amendment must be either accepted by the proposer of the substantive motion or voted upon before any further discussion on the substantive motion or any other amendments.
- 11.6. Any person present and entitled to vote, may move without comment the following :-
- That the question now be put
  - That the debate on the motion be adjourned to the next meeting
  - That the meeting proceeds to the next item of business
  - That a time limit be imposed for further debate on this item of business
- 11.7. If the motion is seconded, the Chairperson shall immediately put the question to the meeting.
- 11.8. Subject to paragraph 10.6, the Chairperson shall decide when the motion is put to the vote.