



## Memorandum of Association

WTF Taekwondo Ireland Ltd

1. The name of the organisation shall be WTF Taekwondo Ireland Ltd hereafter referred to as “taekwondoireland”.
2. The registered office of taekwondoireland will be situated at Dublin, Ireland or such other place in Ireland as the Committee may from time to time determine.
3. The OBJECTS of Taekwondoireland are:
  - (a) To promote Taekwon-Do, the art, the sport and the philosophy throughout Ireland, and to arrange and organise tournaments, demonstrations, seminars and competitions for the benefit of Taekwondoireland.
  - (b) To unify and standardise, to affiliate and approve all taekwondoireland activities in Ireland, ever mindful of preventing unjust commercialism and all other malpractice in relation to Martial Arts.
  - (c) To standardise and officiate activities relative to the art, the issue of certificates, the grading of students and members, and the selection and approval of qualified instructors and Examiners.
  - (d) To arrange and/or organise demonstrations, seminars, competitions and tournaments within Ireland and with other qualified and approved martial art bodies.
  - (e) To advise on and safeguard the interests of the art and to employ where necessary the funds of taekwondoireland for that purpose.
  - (f) To collect and receive subscriptions from affiliates and to administer its funds for the furtherance of Taekwondo, championships, seminars, displays, competitions and to raise any monies that may be required for the purpose of taekwondoireland in such terms and on such security as may be required. (g) To purchase, take on lease or in exchange, hire or otherwise acquire any moveable or immovable property and any rights or privileges necessary or convenient for the purpose of taekwondoireland and to construct, alter, repair and maintain any buildings required for the purposes of taekwondoireland
  - (h) To sell, improve, manage, develop, lease, mortgage, charge, dispose of, turn to account or otherwise deal with all or any part of the property of the Taekwondoireland
  - (i) To invest the money of taekwondoireland not immediately required for the purpose of taekwondoireland in or upon such investments, securities or property as may be thought fit.
  - (j) To print, produce, publish or purchase the copyright in or otherwise acquire any books, journals, newspapers, periodicals or leaflets or any interest therein, and to undertake any propaganda and to advertise in any manner which taekwondoireland may deem to be desirable for the promotion of its objects and to hold lectures and courses of instruction for Instructors and Students and for the promotion of Taekwon-Do.



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(k) To do such other lawful acts as are incidental or conducive to the attainment of the above objects or any part of them.

(l) The income and property of the taekwondoireland whence so ever derived, shall be applied solely towards the promotion of the objects of taekwondoireland as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise however, by way of profit to members of taekwondoireland. (m) To have the ability to arrange loan facilities of not more than 20% of total cash assets of taekwondoireland at the time of borrowing.

## Article 1 - PRELIMINARY

In these Articles unless there is something in the subject or context inconsistent therewith:

"WTF Taekwondo Ireland Ltd" (Taekwondoireland) means the above named organization.

"The Committee" means the members for the time being of the Taekwondoireland Committee constituted in accordance with these Articles.

"The Taekwondoireland Committee" means the Executive Committee (President, Vice President, Secretary and Treasurer) plus the three board members.

"The Executive Committee" means a Committee comprising of the President, Vice President, Secretary and Treasurer elected in accordance with these articles.

"Month" means calendar month.

"Active member" means a club registered with taekwondoireland who has paid the subscription fee in the current membership year.

A member is deemed to be registered with Taekwondoireland upon payment of the Club annual membership fee to Taekwondoireland.

Any Assistant officers shall not have voting rights in Committee votes, nor shall they constitute part of the quorum requirements for Committee meetings.

Words importing the singular number only, include the plural number and vice versa and words importing the masculine gender include the feminine gender and vice versa.

Membership fee(s) and subscription fee(s) are taken to have the same meaning and are interchangeable.



Clubs / Academes / Schools(s) are taken to have the same meaning and are interchangeable.

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#### Article 2 - OBJECTS

1. The Association is established for the purposes expressed in the Constitution and all things incidental thereto.
2. The profits and other income of Taekwondoireland shall be applied to the promotion of the objects as set forth in the Constitution.
3. The payment of any dividends or distribution of profits or incomes to or amongst the members is prohibited.

#### Article 3 - MEMBERSHIP

(a)The members of Taekwondoireland. are the group who act on behalf of Taekwondo organisations in Ireland affiliated to the W.T.F.

All members of the Taekwondoireland. must be approved by the Executive Committee of the Taekwondoireland

(b)New applicants to the Taekwondoireland will be considered as temporary members without voting rights until approved to full membership after a probationary period of 2 years. Voting members must have paid full club fee and have a minimum of 20 annually subscribed members. Life membership will not count for voting membership. Applicants must have a minimum 1st Dan W.T.F. Kukkiwon and use the same venue for their club each time.

(c) All new club/instructors must complete Taekwondoireland. Coaching levels relevant to the levels they are coaching at.

(d)New clubs must send in written application to Executive Committee before they are permitted to join Taekwondoireland .The new club should not overlap into an existing club.

#### Article 4 - APPLICATION FOR MEMBERSHIP

1. The Executive Committee is empowered to accept or reject any application for membership in the Association without assigning any reason therefore.
2. Application for membership of club(s) must be submitted in writing to the Taekwondoireland through the appropriate region as prescribed by the Executive.
3. Membership shall be for one (1) calendar year from a date nominated by the Executive. The running of the club may be reviewed by the Executive from time to time.

#### Article 5 - MEMBERSHIP FEES



1. The amount of fees may be amended and determined from time to time by the Executive Committee as the Committee considers appropriate.

1. Members join Taekwondoireland by way of an annual club membership fee
- (a) Membership fees are to be paid no later than the 31st of January of the calendar year in which they are due.
  - (b) Failure to pay by this date will result in membership being deemed to have lapsed.

#### Article 6 - TERMINATION OF MEMBERSHIP

1. Membership of Taekwondoireland will be terminated under the following circumstances:

- (a) Leaving the Association, i.e. a member club that requests in writing through its Head Instructor to terminate its membership.
- (b) Breach of Rules or Misconduct (see Article 7, No.5)

2. All terminations of membership, with the exception of voluntary termination, may be subject to appeal to the Executive Committee of the Association in writing.

#### Article 7 – ACTIVITIES OF MEMBERS

##### 1. Competitions:

No member shall take part or compete in any competition not approved by the Association without sanction of the Association. No club/school member shall hold competitions or tournaments against any unaffiliated body or organisation without the prior sanction of the Association.

##### 2. Tournament Competitors:

Tournament competitors of affiliated clubs/schools, who have made themselves available for selection, shall be bound by TaekwondoIreland rules and regulations

##### 3. Representative Matches:

All clubs shall be bound to place their competitors at the disposal of the Association for all representative matches, competitions or tournaments. All individual members shall likewise make themselves available wherever required for the aforementioned matches, competitions and tournaments. Any competitor selected for a representative match, competition or tournament shall refrain from competing for his individual club or organisation on the date of the said match or during the three (3) day period preceding it without the express permission of the Coaching & Selection Committee and his Head Instructor. No member of any affiliated clubs, bodies or organisations shall have matches, competitions or tournaments against a suspended competitor.



#### 4. WTF & ETU International Competitions

No affiliated club of the Association or individual member of the Association shall participate in above mentioned competition without the prior sanction of the Association. All participants must adhere to criteria set out by the executive committee if applicable for the event. Coaches and participants must agree to be bound by the rules of Taekwondoireland when representing the association.

#### 5. Breach of Rules or Misconduct:

(a) Any member who breaches the rules contained herein, or in the Standards & Discipline document followed by the Association, or in any official Policy document, or who encourages or instigates any other member player to breach said rules may be subject to disciplinary action. In all these cases, depending on the gravity of the offence, the Executive may recommend disciplinary action to the Director of the Standards & Discipline Sub-Committee who may execute any of the options available to him as laid down in the Standards & Discipline Document of

(b) Any member expelled shall forfeit all rights in and claim upon the Association and its property and shall have no claim against the Association, whether for damages or otherwise, howsoever.

(c) If in the opinion of the Executive Committee the conduct of a member shall have been such as might warrant taking action of a disciplinary nature, the President may forthwith suspend such member from the privileges of the Association until such time as the Standards & Discipline Sub-Committee or such person or persons as deemed appropriate by the Executive Committee has considered such conduct. The Standards & Discipline Sub-Committee or such person or persons as deemed appropriate by the Executive Committee shall cause preliminary enquiries to be made and report to the Executive. Any member shall have the right to lay before the Executive Committee a statement or explanation of such conduct or breach as aforesaid.

#### Article 8 - GRADING CERTIFICATES AND BELTS

The Association will only consider recognition of all grading certificates and belts issued or approved by the Executive Committee of Taekwondoireland association or their appointee.

#### Article 9 - APPOINTMENTS OF INSTRUCTORS

All Instructors appointed must be approved by the Taekwondoireland Executive committee or their appointee.



- Article 10 General Assembly
- Article 11 Board
- Article 12 President
- Article 13 Vice-presidents
- Article 14 Secretary-general and treasurer
- Article 15 Requirement federation

## **Article 10 General Assembly**

### **1. Notice of Meeting**

- (a) At least 28 days notice in writing shall be given, specifying the date, time and place of an Annual General Meeting (AGM).
- (b) The notice shall specify that Initial Resolutions to be put before the meeting shall be notified to the Secretary at least 21 days before the date of the meeting.
- (c) A second notice shall be sent to member clubs at least 14 days before the meeting, stating the Initial Resolutions. This second notice will also specify that payment of the Annual Membership Fees are to be made, in full, at least 7 days prior to the AGM in order for that member to be entitled to be counted for voting purposes.

10.2 General Assembly (hereinafter GA) is comprised of all registered paid up clubs ,who have been full members for 24 months or more, within the federation and is the highest authority within the federation.

10.3 The powers of the GA entail – among other things – :

- a. Decision of membership;
- b. Election the board;
- c. Approving the budget;
- d. Exonerating the board after reviewing and approving the financial statements of the federation;
- e. Proposals adding to the agenda either by one of its members or the board;
- f. All other matters provided by these statutes or the federations rules and regulations;
- g. Referring matters under its jurisdiction to the president or board.

10.4 The president of the federation shall be the chairman of the GA. The chairman may conclude GA discussion(s) if deemed necessary for smooth progress of the meeting. If the president is unable to attend he or she shall delegate the



responsibility to a vice-president. An ad-hoc chairman may be appointed by the president to preside over election of officials.

10.5 Clubs eligible to vote may delegate up to two (2) representatives to attend the GA. Only one of the representatives shall be allowed to speak and to cast a vote (the “Voting Representative”).

10.6 Ordinary meetings of the GA shall be held every year.

10.7 Extra-ordinary meetings may be convened whenever deemed necessary by the president or within three (3) months following a written request of one-third (1/3) of the board members or clubs with clear reasons for the summons. The president shall determine the agenda of the extra-ordinary GM.

10.8 Unless otherwise provided herein, the voting representatives of those clubs that have satisfied the necessary eligibility requirements are entitled to vote.

10.9 Voting at the GA shall be conducted by open ballot in general. However, if one or more representatives request for a secret ballot, the GA shall vote on this matter, and a simple majority shall decide. Secret ballot is also used for elections and when otherwise required by these statutes.

10.10 For voting at the GA, the following shall apply:

- a. A quorum required for the GA shall consist of no less than one-third (1/3) of the clubs eligible to vote;
- b. A simple majority of the clubs present and voting is required for passage of resolutions and other decisions. Abstentions and blank or spoiled votes are not taken into consideration in the calculation of the required majority;
- c. The chairman has the deciding vote in case of a tie.

10.11 Any decision of the GA comes into effect immediately unless otherwise decided by the

GA.

Matters that are not included in the written agenda of the meeting shall not be deliberated without the consent of two-thirds (2/3) of eligible voters.

10.12 In the case of urgency, a resolution may be submitted to a vote by correspondence, including

telex or electronic mail, by the president to the GA. Voting eligibility requirements remain the

same. For e-voting quorum purposes, unreturned ballots are considered abstentions; or, in the case of registered mail, certified receipt of mail by at least one-third (1/3) of the clubs eligible to vote. A simple majority decides. Results are to be corresponded to the clubs.

10.13 Minutes of all meetings and other proceedings of the GM are established under the authority of the secretary-general. The minutes shall be distributed to each club no later than two (2) months after the GA.



## Article 11 Board

11.1 The board shall consist of one (1) president, one (1) vice-presidents, one (1) secretary-general, one (1) high performance executive, one (1) treasurer and three (3) board members.

11.2 Election of and appointments by the president are arranged in the article dealing with the Amendments to Memos and articles

July 2017:

Article 11 Board.

11.2.1 Prospective Board members of the ITU must be current active members of a registered club and have held ITU membership for at least 2 years.

11.2.2

Current board members must be active members of a registered ITU club.

president.

one (1) vice-president, one (1) secretary-general, one (1) high performance director, one (1) treasurer and two (2) board members are elected by ballot by the GA for a term of four (4) years. A simple majority is necessary to be elected.

11.3 Board members shall attend the meetings of the board and GA and observe their responsibilities as prescribed herein. Board members owe a fiduciary duty to the federation.

The board shall decide upon the following:

- a. Planning and management of federations organization and operations;
- b. Financial budget and financial reports;
- c. Formulation, amendments and repeals of the statutes, bylaws and codes;
- d. Jurisdiction over internal championships and selection of host cities of the championships;
- e. Agenda of the GA;
- f. Matters referred to the board by the GA or the president;
- g. Other matters under its jurisdiction or responsibility as prescribed in these statutes.

11.4 The board may refer matters under its jurisdiction or responsibility to the president and may appoint ad hoc committees, if necessary.

11.5 Ordinary board meetings shall be called by the president or by at least three (3) board members.

11.6 For voting at board meetings the following shall apply:

- a. A majority of all board members shall constitute a quorum for a meeting;
- b. A simple majority of members present and voting is required for passage of resolutions and other decisions;
- c. The chairman has the deciding vote in case of a tie.





11.7 For matters that require urgent resolution of the board, the president may call for a resolution via voting by e-voting.

## **Article 12 President**

12.1 The GA elects a president from among its members for a term of four (4) years. A simple majority is required for election of the president. If the newly elected president

holds any other position within the federation, he must resign the other position within one (1) month after being elected as president.

12.2 The duties of the president include the following:

- a. To lead and represent the federation;
- b. To concurrently lead the GA and the board as its chairman, and preside over the meetings and other activities;
- c. To designate official duties to vice-presidents on an ad-hoc basis for the betterment of the development of the sport of taekwondo and the federations operations; d. To appoint the chairmen and members of committees.

12.3 In case disputes occur over matters not specified in these statutes, or matters that require urgent solution during the period between the two board meetings, the president may take emergency measures subject to later submission to and approval at the next board meeting.

12.4 The president is authorized to appoint one (1) board member. The president may appoint advisors or special assistants, as the case may be, to seek advice on matters of importance.

12.5 If the president resigns or is incapacitated and thus unable to fulfil the duties of his office, the most senior vice-president shall serve as acting president. The acting president shall not have the power of appointment and must call for an interim presidential election to be held in accordance with article 11 during the next scheduled GM. The winner of this interim election shall serve out the remainder of the term of his/her predecessor. The board shall decide unanimously on the matter of incapacity of the president.

## **Article 13 Vice-president**

13.1 The duties of the vice-president include the following:

- a. To assist the president and to fulfil missions delegated by the president;
- b. To concurrently be included in the board as vice chairmen;



- c. To preside over the ad-hoc duties designated by the president and submit a report thereafter.

## **Article 14 Secretary-general and treasurer**

14.1 The Secretary-general shall:

- a. Plan, perform and manage the secretarial affairs regarding federations organization and operations and other general affairs related to the secretariat;
- b. Submit a report to the board and GM on the activities of the secretariat;
- c. Together with or with the approval of the president, as the case may be, negotiate and sign all contracts between the federation and other organizations or companies;
- d. Represent the federation at negotiations concluded on its behalf.

14.2 The treasurer shall prepare the annual budget and balance sheet to be presented to the board and GA.

## **Article 15 Federation requirement**

15.1 The federation shall be neither affiliated to or have any section of any other international taekwondo organization not recognized by WTF within its federation, nor participate in any taekwondo events organized by such an organization.

### **Article 16 - SUB-COMMITTEES**

#### **1. Formation**

When deemed necessary, the following Sub-Committees and boards, but not limited to, will be formed:

- (a) Finance & General Purpose Sub-Committee.
- (b) Tournaments Sub-Committee.
- (c) Coaching panel & Selection Sub-Committee.
- (d) Standards & Discipline Sub-Committee.
- (e) Technical Sub-Committee.
- (f) Gradings Sub-Committee.
- (g) Marketing Sub-Committee.
- (h) High performance Sub-Committee

#### **2. Decisions**

All decisions of Sub-Committees and Boards shall be subject to approval by the Executive Committee.

#### **3. Membership of Sub-Committee and Boards**

Membership of Sub-Committee and Boards need not be confined to members of the Executive Committee. The Director of a Sub-Committee or Board shall be appointed by the Executive Committee. Meeting of Sub-Committee and Boards shall be presided over by the duly appointed Director, but in his absence the Sub-Committee or Board shall select a chairman from amongst its members for that particular meeting. A Sub-Committee or a Board, whose number is not limited, is empowered to co-opt more than two persons to assist in its work. Such persons shall be entitled to vote at such Sub-Committee or Board Meetings. The



Executive Committee shall have the power to remove a member, including a co-opted member, from the Sub-Committee or Board at its absolute discretion without giving reasons therefore.

The tenure of a Director will be for 2 years. In the event of a Director being appointed mid term the tenure will be considered to have started at the AGM closest to the time of appointment of the Director

#### 4. Other Sub-Committees

The Executive Committee may from time to time establish other Sub-Committees or Boards.

#### 5. Quorum

Two members including co-opted members shall constitute a quorum at Sub-Committee Meetings.

#### 6. Composition and Duties

The composition and duties of the Sub-Committees and Boards as enumerated under the heading of Sub-Committees shall be as follows:

##### (a) Finance & General Purpose Sub-Committee

This Committee shall comprise the President, the Secretary, the Treasurer and three (3) other persons and shall be responsible for financial matters of the Association as directed by the Executive Committee.

##### (b) Tournament Sub-Committee

This Committee shall comprise at least two (2) persons and shall be responsible for:

- i. Drawing up a programme of activities pertaining to national or international tournaments or competitions.
- ii. Training and certifying of Referees, Judges, and other Officials that pertain to tournaments or competitions, to an acceptable standard.

##### (c) Coaching PANEL & Selection Sub-Committee

This Committee shall comprise of approved ITU academy coaches, who will be appointed by the Executive Committee and will be deemed the Coaching panel and Selection Committee, and at least one (1) other person. It shall be responsible for the coaching, training and selection of competitors to represent the Association at all competitions, tournaments and demonstrations, in which the Association participates.

##### (d) Standards & Discipline Sub-Committee

This Committee shall comprise of at least two (2) members appointed by the Executive Committee. They shall be responsible for the functions outlined in the “Standards & Discipline” paper followed by the Association and its members, which includes: reviews

of constitutions, implementation of rules, establishment and updating of rules, providing guidelines for the wearing of uniforms, legal proceedings, the appointment of assistants, guidance to Instructors, reporting to the Executive, and any other matters relating to Standards & Discipline that the Executive Committee consider necessary.

##### (e) Techniques Sub-Committee

This Committee shall comprise of at least two (2) members appointed by the Executive Committee. The Committee will be responsible for:

- i. Standardisation of techniques.



- ii. Conducting Instructor's courses and the issuing of Instructor's certificates.
  - iii. At least one member of the association's examinations board is to sit on this sub-committee.
- (f) Grading Sub-Committee
- This Committee shall comprise of at least one (1) 4th Dan (or above) and one (1) other member appointed by the Executive Committee. The Committee should work closely with the appointed examiners as required. The Committee will be responsible for:
- i. The drafting and issuing of grading requirements syllabus.
  - ii. Kup and Dan gradings and the issuing of certificates.

### **Article 18 – DISPUTE RESOLUTION**

- (a) Subject to all internal avenues of appeal having been exhausted, this Article shall apply to any dispute or difference arising out of, in connection with or under these Articles of Association or any rules, bye-laws, codes, policies or equivalent of Taekwondoireland. This shall include without limitation any dispute arising out of, under or in connection with the legality of any decision made or procedure used by Taekwondoireland or any part of it.
- (b) Each such dispute or difference shall be referred to Just Sport Ireland (JSI) for final and binding arbitration by a single arbitrator in accordance with the JSI Arbitration Rules and in accordance with the Arbitration Act 2010 as amended.
- (c) This Article shall also apply to every participant and member of every Unit (as defined below). Each such participant or member is bound to refer any dispute or difference which remains unresolved after all internal avenues of appeal have been exhausted to JSI arbitration in accordance with sub-article (b) above.
- (d) The provisions of this Article shall apply notwithstanding any other provision to the contrary contained within these Articles of Association and/or any other rules, bye-laws, codes, policies or equivalent of Taekwondoireland and/or any Unit from time to time. This Article applies notwithstanding the level within Taekwondoireland that any such dispute or difference occurs in the first instance.
- (e) The effect of this article is to prohibit any party to such dispute or difference from commencing legal proceedings before the Courts.
- (f) The purpose of this article, "Unit" means any team, association, club or committee or sub committee or other grouping, association or entity of any type which is in turn a member, part of, affiliated to or governed by Taekwondoireland.



Article 19

### **Anti Drug Policy**

All members will agree to follow W.T.F., O.C.I. and W.A.D.A. anti-drug policy and may be liable for drug testing

### ART 20 Taekwondoireland POLICY STATEMENT

Taekwondoireland. is fully committed to safeguarding the well being of all its members, particularly children. Every Member of the Taekwondoireland should, at all times, show respect and understanding for the rights and safety of others, and conduct themselves in a way that reflects the principles of the Taekwondoireland and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland. It is the policy of the WTF Taekwondo Ireland Ltd (herein after referred to as taekwondireland), to ensure that every child, young person or vulnerable adult who takes part in any of it's activities should be able to do so in a fun and safe environment and be protected from neglect, bullying and any form of physical, sexual or emotional abuse. For the purpose of the document policy, Taekwondoireland follows the practice established by the UN, and defines a child as any person 18 years of age or under.

