

Canadian Taekwon-Do Federation International

Fédération Canadienne de Taekwon-Do Internationale



**General
Constitution**

**Règlements
Généraux**

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Canadian Taekwon-Do Federation International

Preamble

“**Canadian Taekwon-Do Federation International**” (CTFI) is a not-for-profit organization incorporated on September 29, 1981 under Part II of the Canadian Corporations Act.

Among the applicants for the incorporation and first directors is the founder of Taekwon-Do, General Choi Hong Hi.

CTFI is the official representative of the International Taekwon-Do Federation (ITF) in Canada, it has the advantage of offering all the services of international interest.

Article I - Purpose

The purpose of the CTFI is to develop Taekwon-Do and to act as a liaison between ITF headquarters and all ITF members in Canada and to act as a governing body to maintain and uphold the international standards of Taekwon-Do as considered by the ITF.

Article II - Executive Officers

Section 1 - Directors' Board

The CTFI is administered by a Directors' Board made up of the following officers:

- President
- Senior Vice President
- Two Vice Presidents (East and West)
- Treasurer
- Director of Technical Committee
- Director of Tournaments
- Director of Umpiring
- Two Directors from each affiliated province

Section 2 - Executive Committee

The operations of the CTFI are in the hands of an Executive Committee made of the following officers:

- President
- Senior Vice President
- Two Vice Presidents (East and West)
- Treasurer
- Director of Technical Committee
- Director of Tournaments
- Director of Umpiring

Sub-Section 2A - Advisory Committee

Shall consist of members of the Executive Committee.

Article III - Elections

Procedure:

Must select an election committee which consists of one President and one Secretary. This committee will direct the procedure of the election.

Nomination for the Executive Committee:

Only members from the Directors' Board are eligible for the nomination.

Qualification to be members of the Executive Committee:

4th Dan and up must be certified by the ITF and have been a member of Director's Board for a minimum of three consecutive years with the exception of the treasurer which is appointed by the president and approved by the board.

Duration:

President, Vice Presidents East and West, and Director of Tournaments are elected for two years on even years. The position of Treasurer appointed by the president and approved by the board.

Senior Vice President, Director of Umpiring and Director of Technical Committee are elected for two years on odd years.

Article IV - Rights and Duties of the Executive Officers and Rules Appertaining Thereto

Section 1 - President

The President is the Chief Executive Officer (CEO) responsible for the general management of the affairs of the CTFI. The President decides on the dates of the meeting of the Directors' Board and presides over the meetings of the Directors' Board and Executive Committee. The President is the official spokesperson of the CTFI. The President ensures that all orders and resolutions of the Board and Committee are carried into effect.

Section 2 - Senior Vice-President

The Senior VP will assist the President with the affairs of the CTFI and carry out the assignment of special projects as directed. The Senior Vice-President will also execute the secretarial duties for the CTFI including the minutes of the annual general meetings and director's meetings. In absence of the President, the elected Senior Vice President will chair the board meeting.

Section 3 - Vice-President (1 Eastern and 1 Western)

Sub-Section 3A - Eastern Canada

Eastern Canada shall include Newfoundland, Prince Edward Island, New Brunswick, Quebec and Ontario. The Vice-President East will oversee and manage any concerns in the above stated provinces.

Sub-Section 3B - Western Canada

Western Canada shall include Manitoba, Saskatchewan, Alberta and British Columbia. The Vice-President West will oversee and manage any concerns in the above stated provinces.

Section 4 - Treasurer

The Treasurer is in charge and responsible for the Federation's funds and accounting books. The Treasurer signs all cheques issued by the Federation, according to the procedure determined by its Board of Directors. The Treasurer prepares a financial report for every Board of Directors meeting and another one for the annual general assembly.

Section 5 - Technical Director

The Technical Director is a member of the Executive Committee. They are to study and advise on the technical needs in cooperation with the provincial associations. They should be a senior ranking instructor in Canada. If the position is declined, then it will fall to be the next senior in rank but being a minimum of 7th Dan holder. If appointment is still not possible then the Executive Committee shall elect the position. The Director of Technical Committee coordinates and recommends seminars and special training across Canada and within the provinces. They answer technical questions in cooperation with the ITF. The Director of Technical Committee sees to the standardization of training programs and writer for examinations for promotions in grades or degrees up to 6th Dan. The Director of Technical Committee and President recommend candidates for 7th Dan or higher.

Section 6 - Tournament Director

The Tournament Director is a member of the Executive Committee. They are in charge of establishing and issuing a calendar of competitions and sees that members follow it. The Director of Tournaments also executes the organization and operation of the National and Regional tournaments.

Section 7 - Umpire Director

The Director of Umpires recommends the sanctioning of competitions. The Director of Umpires reports to and recommends to the Executive Committee and the organizers at the end of each competition. The Director of Umpires is to ensure that the ITF and CTFI organizer of the competitions on the assignment of umpires. The Director of Umpires sees to the training of new umpires.

Article V - Meetings

The Directors' Board will meet once annually.

The Executive Committee will meet twice annually or as required during the year. In case of emergency, the meeting will be held by video conference/telephone.

The quorum is 50% plus one on the Directors' Board.

Article VI - Membership

Section 1 - Enrolment

All the ITF Taekwon-Do instructors and all students and members of ITF Taekwon-Do clubs operating in Canada must be affiliated with CTFI (see Article VII /“Taekwon-Do Clubs”)

Section 2 - Affiliation Fee

All CTFI affiliated schools and branches must pay an annual affiliation fee. This amount is due not later than March 31 each year. Invoices will be sent to the schools by the provincial associations not later than January 15th. The provincial association will issue one cheque, for the total amount to CTFI. Late payments of said fee will be accepted but will be equal to twice the regular annual fee. Any Taekwon-Do club that has not paid the affiliation fee by June 30 of the year that it is due will be suspended from the CTFI and be required to submit an application for re-instatement and subject to an additional penalty fee to be determined as per each case. Exceptions can be made in extraordinary circumstances approved by the board.

Article VII - Taekwon-Do Clubs

“Taekwon-Do Clubs” shall refer to any facility in which ITF Taekwon-Do is instructed.

Section 1 - New Taekwon-Do Clubs

For existing ITF members holding any level of Black Belt Certificate, applications for new Taekwon-Do Clubs will be accepted only from those members who hold at least a 1st Dan or above certificate and who have successfully completed the requirements of the International Instructors Program, as set out by the ITF. All affiliated Taekwon-Do Clubs must comply with the requirement of the Provincial Association, the CTFI, and the ITF.

Each application for provincial membership must be forwarded to the CTFI within seven days of receipt by the Secretary of the Provincial Association with a notification to the applicant that this has been completed.

Sub-Section 1A - Criteria for Opening and Operating a CTFI Affiliate Club

Applicant must:

1. Be a Canadian citizen, landed immigrant or permanent resident
2. Be an active Taekwon-Do practitioner in ITF
3. Be enrolled in a CTFI affiliate school
4. Agree to purchase all doboks and equipment from the “Approved Suppliers” explained I Article VIII - “Approved Suppliers”

5. Agree to purchase all grade certificates from CTFI at the price of \$1.00 CA per certificate
6. Agree to conduct all grade examinations under the supervision of an authorized CTFI examiner
7. Agree to adhere to the Chon-Ji system of patterns
8. Agree to conduct all competitions under the ITF system of rules and scoring
9. Support all CTFI sanctioned activities
10. Be completely familiar with all the rules and regulations set forth by the ITF and CTFI and the respective provincial governing body

Section 2 - New Taekwon-Do Clubs Application Procedure

Any applications for new member schools must be addressed to the Provincial Association. The Provincial Association must then send notification to both the applicant and the CTFI head office.

Article VIII - Approved Company

All equipment, doboks and training aids, etc will be purchased from an approved supplier. This supplier will return a percentage of gross CTFI sales to the CTFI in the form of financial payment. These monies will go towards subsidizing the Canadian team at the World Championships and help offset CTFI operations expenses. Selection of the "Approved Suppliers" will be reviewed annually by the Director's Board.

A copy of a complete financial report will be present at each annual meeting of the Director's Board.

Article IX - Black Belt Certification

Section 1 - Application

All ITF Black Belt certificates applications must be sent to the CTFI with copies to the Provincial Association.

Section 2 - Examiner Requirements

Only 4th Dan holders and up with an International Taekwon-Do Instructor Certificate may hold 1st and 2nd Dan examinations. 3rd Dan examinations must be conducted by an international instructor with the rank of 6th Dan or higher. 4th to 6th Dan application forms must be recommended by their instructor and inform the provincial organization and the CTFI. 4th to 6th Dan examinations must be conducted by a Master or Grandmaster as outlined in the ITF Bylaws. All examiners are required to submit applications within 30 days of the students grading.

Article X - Competition

All competitors and championships will be conducted according to the “Manual” of Organizing Competitions” Appendix A. To minimize conflicts, the CTFI and Provincial Associations must communicate with each other to allow sufficient time between tournaments.

Due to the nature of the matter, CTFI sanctioned events should take precedence, and therefore the schedule must be made known to the Provincial Associations immediately after the setting thereof.

Section 1 - Events Calendar

The official CTFI season begins September 1st and ends June 30th. An “Events Calendar” will be published and distributed each year informing members of upcoming events. To have an event entered into the “Calendar” it must be submitted for approval to the Executive Committee before June 1st of the “Calendar” year.

Section 2 – Canadian Taekwon-Do Championships

To be held annually. The host is to be chosen by the board of Directors during the Championships held the previous year.

Section 9 – Eastern and Western Championships

To be held annually. The host is to be chosen by the board of Directors during the Championships held the previous year.

Article XI - Discipline

Disciplinary procedure will be as follows. The first level shall be the provincial association. If the conflict is not resolved at this level, then it shall go to the Eastern or Western Vice-President. If conflict is still not resolved, then the final decision which will not be disputed will be made by the CTFI Executive.

Disciplinary action on behalf of the CTFI shall be carried out by a Disciplinary Committee (DC) consisting of members of the executive Committee or by an individual or individuals appointed by the CTFI Executive Committee. In the event of a conflict of interest, an alternative DC members will be chosen by the President or Senior Vice-President. The Decision and ruling of the DC is final and there shall be no appeal.

Section 1 – Grounds for Disciplinary Action

Any individual may be called before the Disciplinary Committee for any of the following:

1. Failure to submit affiliation or plaque fees
2. Violation of the rules for grading and examination
3. Violation of the rules of competition and organizing events
4. Not applying to CTFI for ITF Black Belt certificates within one month after examination of a student or students
5. Failure to purchase doboks, equipment and training aids from an “Approved Company” (Article VIII)

Section 2 - Conduct of Offender

The delinquent party should cease the offending action immediately upon notification by the Provincial Association or Executive Committee. After the hearing if there has not been adequate change in the activity within the allotted time then the delinquent party is subject to either suspension or expulsion by the CTFI Executive Committee.

Section 3 - Conduct of a Suspended Member

Relinquish all rights and privileges as a CTFI member. Cease from all CTFI activities. Refrain from entering any competitions, seminars or meeting, or use the names CTFI or ITF in any manner or application.

Section 4 - Reinstatement of a Suspended Member

A suspended member may apply for reinstatement at any date following their suspension should circumstances change, and provided that they can prove that they have amended the reason for their suspension.

Article XII - Self-Withdrawal from CTFI Affiliation

Any member may redraw in good faith from affiliation with CTFI by submitting a letter of notification to the President. The withdrawing member must surrender all certificates, plaques and belts to the CTFI headquarters. The Executive Committee reserves the right to refuse application.