

Saskatchewan  
Taekwon-Do  
Federation  
International

Bylaws

SASKATCHEWAN TAEKWON-DO FEDERATION INTERNATIONAL  
BYLAWS

Title 1. These bylaws are cited as the bylaws of the Saskatchewan Taekwon-Do Federation International Inc.

**Interpretation**

Definitions 2. In these bylaws:

- (a) "The Association" means Saskatchewan Taekwon-Do Federation International Inc. in affiliation with I.T.F. and C.T.F.I.
- (b) The term "affiliated club" means:
  - (i) a Club (nonprofit or profit) that practices I.T.F. Taekwon-Do; and
  - (ii) a Club nominated for affiliation by the Saskatchewan Chief Instructor and accepted for affiliation by a majority vote of the Board of Directors.
- (c) A "Black Belt" member means:
  - (i) a person who has met the requirements of the Saskatchewan Chief Instructor and is a member in good standing of the I.T.F.; and
  - (ii) a person who is an instructor at or a member of an affiliated club; and
  - (iii) a person nominated for membership by the Saskatchewan Chief Instructor and accepted for membership by a majority vote of the Board of Directors.
- (d) The term "ex-officio" means by virtue of the office and does not limit the rights, duties and capacity of any person who is, ex-officio, a director, member of a committee or the holder of any office.
- (e) In these bylaws, any word of expression used but not defined has, unless the context otherwise requires, the same meaning as in the Act.

**Objects**

Aims 3. The objects of the Association are to generally promote and educate Saskatchewan residents in the martial art of Taekwon-Do throughout the Province of Saskatchewan, through the following, namely:

- (a) organize and promote publicity campaigns;
- (b) promote fund-raising programs for the Association and member clubs;
- (c) host events for member clubs;
- (d) strive generally for the betterment of all Taekwon-Do participants;

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- (e) sanction city and provincial tournaments;
- (f) respect the rules and regulations of C.T.F.I. and I.T.F.

**Membership**

- 4. The membership of the Association shall consist of the following:
  - (1) Regular members;
  - (2) Four executive from each affiliated club in Saskatchewan;
  - (3) All Black Belt members over the age of 18.

**Voting Privileges**

- 5. (1) Any person who trains actively in the martial art of Taekwon-Do is eligible for admission to membership as a regular member but does not have the right to vote at meetings.
  - (2) Four executive members of the affiliated clubs and Black Belt members over the age of 18 have the right to vote at all meetings.
- 6. Membership fees payable to the Association shall be prescribed by the Board of Directors.
- 7. Upon termination of membership for cause or otherwise, a member is not entitled to any refund of membership fees paid.

Meetings

- 8. (1) An annual meeting of members shall be held each year beginning in 1990 at a time and place to be fixed by the Board of Directors.
  - (2) The President may call a special general meeting of members at any time.
- 9. (1) All business transacted at an annual meeting, except consideration of the financial statements, auditor's report, election of directors and reappointment of the incumbent auditor, and all business transacted at any other meeting of members, is deemed to be special business.
  - (2) No special business may be transacted at a meeting of members unless the notice of meeting states the nature of the business in sufficient detail to permit members to form a reasoned judgment thereon.
  - (3) Any member may submit to the Association notice of any matter that he or she proposes to raise and notice of the proposal shall be given with the notice of the next meeting of members.
- 10. Notice of the time and place of a meeting of members shall be sent, not less than 21 days or more than 50 days before the meeting, to each member entitled to attend the meeting and to the auditor.

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- (1) Voting at a meeting of members shall be by show of hands except where a ballot is demanded by a member either before or after a vote by show of hands.

Quorum 11. 10% of the members shall constitute a quorum.

Rules of Order 12. The conduct of meetings shall be governed by the latest revised edition of Roberts Rules of Order.

**Number of Directors**

13. (1) There may be 20 Directors on the Board of Directors and shall consist of the following officers:

- (1) President
- (2) Vice-President
- (3) Treasurer
- (4) Secretary

- (2) Each Director shall hold office for a term of 2 years following election or appointment.

**Delegates to Board of Directors**

14. Every affiliated club shall elect or appoint a delegate from its said club to sit as a member of the Board of Directors of the Association. A delegate shall not be a person rejected by the Board for membership as a Black Belt member. In this capacity, the delegate shall have all the usual rights and responsibilities, including voting privileges, of a Board member.

**Voting at Membership and Annual Meetings**

15. All members of the Board of Directors shall each have one vote at meetings of members including the Annual General Meeting.

**Vacancy**

16. (1) Other than the office of the President, Vice-President, Treasurer, Secretary, any vacancy on the Board of Directors shall be filled by the appointment or election by the affiliated club whose delegate ceases to sit as a member of the Board of Directors.

- (2) The offices of President, Vice-President, Treasurer and Secretary shall be elected by the four executive members of each affiliated club and all Black Belt members over the age of 18 years.

Quorum of Directors 17. A quorum is constituted in a Board of Directors' meeting provided a majority of the Board of Directors are present.

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Notice of  
Directors'  
Meeting

18. (1) Every director shall be given by letter, telephone or otherwise at least seven (7) days notice of every meeting of the Board of Directors
- (2) The Board of Directors may at any meeting decide to hold regular meetings by adopting a resolution stating the day, hour and place of the regular meetings and no further notice of those meetings shall be required.
- (3) A director may waive notice of a meeting by his attendance at a meeting or, if not in attendance, by so stating by letter, telephone or otherwise.

Chief  
Instructor

19. The Saskatchewan Chief Instructor shall provide the following:
- (a) grade all instructors and students;
  - (b) certify and appoint instructors and students;
  - (c) approve all prospective applicants who wish to set up Taekwon-Do clubs in Saskatchewan;
  - (d) set quality standards and uniformity of instruction;
  - (e) supply all official uniforms (Doboks), apparel, equipment, crests and any other technical material.

Standing  
Committees

20. (1) Committees may be appointed or commissioned by the Board of Directors as the directors see fit from time to time.
- (2) The duties and responsibilities of the committees shall be assigned to them by the Board of Directors.

Appointment  
of Committee  
Chairman and  
Members

21. (1) The committee chairman shall be appointed from among the Board of Directors by the President but every appointment shall be subject to confirmation by the Board of Directors.
- (2) If deemed necessary by the President some of the committee members shall be selected from the Board of Directors.
- (3) The number of members on a committee shall be determined by the chairman of the Committee but all appointments shall be considered subject to confirmation by the Board of Directors.

**Officers and their Duties**

Duties  
Directors

22. (1) The directors shall manage the administrative activities and affairs of the Association.

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(2) Every director and officer of the Association shall act honestly and in good faith with a view to the best interests of Taekwon-Do and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

(3) All directors must follow the tenets of Taekwon-Do.

Duties  
President

23. (1) The President shall be the chief officer of the Association. It shall be the President's duty to be vigilant and active in promoting the objects of the Association.
- (2) The President shall preside at meetings of the Board of Directors.
- (3) The President shall appoint the Association's representatives on the Board of Saskatchewan Taekwon-Do Inc.

Duties of  
Vice-  
President

24. The Vice-President shall assist the President in the performance of the President's duties and shall act in the absence or inability of the President.

**Financial Affairs**

Fiscal Year

25. The fiscal year shall be on the 30<sup>th</sup> day of April in each year.

Records

26. The Board of Directors shall cause to be kept proper records and accounts of all transactions of the Association.

Budgets

27. Each year, on or before the commencement of the new fiscal year, a budget setting forth details of the estimated revenues and expenditures of the Association for the ensuing fiscal year shall be prepared and submitted to the Board of Directors.

Financial

28. (1) The Board of Directors shall place before the members at every annual meeting:
- (a) financial statements for the year ending not more than four (4) months before the annual meeting; and
- (b) the report of the auditor.
- (2) The Board of Directors shall approve the financial statements and shall evidence its approval by the signature of one or more directors.
- (3) No financial statement shall be released or circulated unless it has been approved by the Board of Directors and its accompanied by the report of the auditor.

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(4) The Association shall send to each affiliated club director financial statements and the report of the auditor or may, in lieu thereof, publish a notice stating the documents are available at the office of the Association and that any member may, upon request, obtain a copy free of charge by prepaid mail to his address or by calling at the office during usual business hours.

(5) The Association shall, not less than fifteen (15) days before each annual meeting, send a copy of its financial statements and report of the auditor to each affiliated club director and to the Director, Corporations Branch.

- Funds
29. (1) All funds of the Association shall be deposited in one or more accounts in the name of the Association at a chartered bank, trust company or credit union, designated by the Board of Directors.
- (2) All cheques, promissory notes, bills of exchange or other negotiable instruments shall be executed in the name of the Association and signed in accordance with resolutions passed by the Board of Directors for that purpose.

- Renumeration
30. No remuneration shall be paid to a director unless approved by the Board of Directors.

**Liquidation and Dissolution**

- Distribution
31. The remaining property of the Association shall, in the course of liquidation and dissolution, be distributed in accordance with the articles of the Association.

- Amendment  
To Bylaws
32. (1) The Board of Directors may by resolution, amend, repeal or make any bylaws that regulate the activities and affairs of the Association.
- (2) The Board of Directors shall submit any bylaws, or any amendment or repeal thereof to the next meeting of members and the members may, by ordinary resolution, confirm, reject, or amend the bylaws, amendment or repeal.
- (3) Any bylaws, or an amendment or repeal thereof is effective from the day of resolution of the Board of Directors until confirmed, confirmed as amended, or rejected by members.
- (4) If any bylaws, or any amendment or repeal thereof is rejected by the members or is not submitted to the next meeting of members, the bylaws, amendment or repeal thereof ceases to be effective and no subsequent bylaw, amendment or repeal having substantially the same purpose or effect shall be effective until confirmed or confirmed as amended by members.

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(5) Except in the case of first bylaws made by the Board of Directors, every bylaw, amendment or repeal thereof shall state an effective date which shall not be more than thirty (30) days from the day on which the bylaw, amendment or repeal is made.

(6) Every bylaw and every amendment or repeal thereof shall be distributed to the membership before its effective date.

Effective Date: \_\_\_\_\_