

# Saskatchewan Taekwon-Do Federation International

## Bylaws

SASKATCHEWAN TAEKWON-DO FEDERATION INTERNATIONAL  
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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 under an instructor holding a license from I.T.F. Taekwon-do headquartered in Spain; 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.
- (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.

**Objectives**

Aims 3. The objectives 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;

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- (c) host events for member clubs;
- (d) strive generally for the betterment of all Taekwon-Do participants;
- (e) sanction city and provincial tournaments;
- (f) respect the rules and regulations of C.T.F.I. and I.T.F.;
- (g) provide the administrative function for member clubs;
- (h) provide two (2) representatives to Saskatchewan Taekwon-do Inc. (STI), the Sask Sport recognized sporting organization for Taekwon-do in Saskatchewan.

**Membership**

- 4. The membership of the Association shall consist of the following:
  - (a) Regular members (all colour belts of all ages and black belts under age 18);
  - (b) Four executive from each affiliated club in Saskatchewan;
  - (c) All Black Belt members over the age of 18.

**Voting Privileges**

- 5. (a) 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.
  - (b) Four executive members of the affiliated clubs and Black Belt members over the age of 18 have the right to vote at all meetings.
  - (c) 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.
- 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**

AGM

- 8. (a) An annual general meeting of members shall be held each year beginning in 1990 at a time and place to be fixed by the Board of Directors.
  - (b) The President may call a special general meeting of members at any time.

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9. (a) 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.

(b) 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.

(c) 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.

Notice of  
Directors'  
Meeting

11. (a) Every director shall be given by letter, email, telephone or otherwise at least seven (7) days notice of every meeting of the Board of Directors.

(b) The Board of Directors may at any meeting decide to hold regular meetings by adopting a resolution stating the date, hour and place of the regular meetings and no further notice of those meetings shall be required.

(c) 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.

AGM Quorum

12. 80% of the Board of Directors and 50% of club delegates shall constitute a quorum.

Rules of Order

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

**Number of Directors**

14. (a) There may be a minimum of 5 and maximum of 12 Directors on the Board of Directors and shall consist of the following officers:

- i. President
- ii. Vice-President
- iii. Treasurer
- iv. Secretary
- v. Technical Director
- vi. Umpire Director

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

(c) The President and Secretary positions shall be voted upon in the same year. The Vice-President and Treasurer shall be voted upon in the same year but in the alternate year to the President and the Secretary positions.

(d) The position of Umpire Director is nominated by the Technical Director and ratified by the Board of Directors.

(e) The position of Technical Director shall be held by the Chief Instructor until his retirement or death.

**Delegates to Board of Directors**

15. 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**

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

**Vacancy**

17. (a) 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.

(b) The offices of President, Vice-President, Treasurer and Secretary shall be elected by the delegates of each affiliated club and all Black Belt members over the age of 18 years present at the AGM.

Quorum of  
Directors

18. A quorum is constituted in a Board of Directors' meeting provided a majority of the Board of Directors and a majority of the club delegates are present.

Directors' & Officers'  
Liability

19. STFI shall ensure a liability insurance policy is in place covering the Board of Directors.

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Chief  
Instructor

20. (a) The Saskatchewan Chief Instructor shall provide the following:
- i grade all instructors and students;
  - ii certify and appoint instructors and students;
  - iii approve all prospective applicants who wish to set up Taekwon-Do clubs in Saskatchewan;
  - iv set quality standards and uniformity of instruction;
  - v supply all instructor and student manuals;
  - vi supply all official uniforms (Doboks), apparel, equipment, crests and club apparel including t-shirts and track suits.

(b) The Saskatchewan Chief Instructor is Clint Norman until his death. This position shall cease to exist upon the death of Clint Norman. Refer to the Chief Instructor Legacy Plan for details.

Standing  
Committees

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

Appointment  
of Committee  
Chairman and  
Members

22. (a) 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.
- (b) If deemed necessary by the President some of the committee members shall be selected from the Board of Directors.
- (c) 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 of  
Directors

23. (a) The directors shall manage the administrative activities and affairs of the Association.
- (b) 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.
- (c) All directors must follow the tenets of Taekwon-Do.
- (d) Failure to uphold these duties will result in removal from the Board of Directors.

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| Duties of President          | 24. (a) 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.<br><br>(b) The President shall preside at meetings of the Board of Directors.<br><br>(c) The President shall appoint the Association's representatives on the Board of Saskatchewan Taekwon-Do Inc. |
| Duties of Vice-President     | 25. 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.   |
| Duties of Treasurer          | 26. (a) Maintain the corporation's accounting in order.<br><br>(b) Provide the audited financial statement at each AGM.  |
| Duties of Secretary          | 27. Retain corporate records of meetings.  |
| Duties of Technical Director | 28. (a) Develop class programs.<br><br>(b) Adhere to technical requirements of CTFI and ITF.<br><br>(c) Organize and manage tournaments.   |
| Duties of Umpire Director    | 29. (a) Work with Technical Director to develop umpires and umpiring skills within STFI membership.<br><br>(b) Remain abreast of current ITF tournaments rules and regulations.<br><br>(c) Ensure membership if informed of changes to rules and regulations.  |
| Duties of Member Clubs       | 30. (a) Provide membership list by December 31 of each year.<br><br>(b) Be represented at each meeting.<br><br>(c) Adhere to STFI policies.<br><br>(d) Support STFI initiatives such as fundraising.<br><br>(e) Adhere to the tenets of Taekwon-do.<br><br>(f) Actively promote ITF Taekwon-do in their communities.   |

Failure to adhere to any of these bylaws may result in loss of MAP funding and clubs may be subject to fines or other disciplinary action as deemed appropriate by the Board of Directors.

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**Financial Affairs**

- Fiscal Year 31. The fiscal year end shall be on the 31<sup>st</sup> day of March in each year.
- Records 32. The Board of Directors shall cause to be kept proper records and accounts of all transactions of the Association.
- Budgets 33. 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 34. (a) The Board of Directors shall place before the members at every annual meeting:
- i Financial statements for the year ending not more than four (4) months before the annual meeting; and
  - ii The report of the auditor.
- (b) The Board of Directors shall approve the financial statements and shall evidence its approval by the signature of two or more directors.
- (c) No financial statement shall be released or circulated unless it has been approved by the Board of Directors and is accompanied by the report of the auditor.
- (d) 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.
- (e) 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 35. (a) 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.
- (b) 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.
- Remuneration 36. No remuneration shall be paid to a director unless approved by the Board of Directors.



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**Liquidation and Dissolution**

- Distribution
37. (a) The remaining assets of the Association shall, in the course of liquidation and dissolution, be distributed in accordance with the articles of the Association.
- (b) The remaining assets of an affiliated club shall, in the course of liquidation and dissolution, be distributed in accordance with the articles of the Association.
- Amendment To Bylaws
38. (a) The Board of Directors may by resolution, amend, repeal or make any bylaws that regulate the activities and affairs of the Association.
- (b) 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.
- (c) Any bylaws, or an amendment or repeal thereof is effective from the day or resolution of the Board of Directors until confirmed, confirmed as amended, or rejected by members.
- (d) 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.
- (e) 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.
- (f) Every bylaw and every amendment or repeal thereof shall be distributed to the membership before its effective date.
- (7) Approval to changes to bylaws shall only be permitted at the AGM.

Effective Date: May 28, 2012