

APPENDIX B

BRITISH TAEKWONDO COUNCIL

MEMBERSHIP APPLICATION PROCEDURE

On the application of an organisation to the BTC will be directed to Membership Services and then presented to the Board.

1. Membership Services will contact the applying organisation with their contact details and at that point informing the organisation of the requirements to join the BTC and that any further contact will be through Membership Services.
2. All correspondence between BTC Membership Services and the applying organisation should be by letter or email. Correspondence letters/email should always be time dated by BTC Membership Services.
3. At the following BTC Board meeting, Membership Services will update the Board of any new member organisations.
4. Membership Services will ensure that a group currently in membership of an existing Member Organisation making a direct membership application will be referred to the Transfer Procedure.

LIST OF REQUIREMENTS

1. The name of the organisation and number of students within the organisation.
2. Chairperson/leader/president of applying organisation who should be IV Dan or above
3. Details of contact person
4. Submit their Constitution, which should not conflict with the BTC Articles
5. List of instructors' grades and history

From the first contact point of the applying group to acceptance/rejection should be no longer than 6 (six) months.