



# British Taekwondo Council

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## CONSTITUTION AND RULES

4<sup>th</sup> December 2019





## BRITISH TAEKWONDO COUNCIL

### CONSTITUTION AND RULES

#### 1. TITLE

The title of the Organisation shall be the British Taekwondo Council (BTC). For the purpose of operation this document will also include British Taekwondo Council Ltd.

#### 2. OBJECTS

The objects of the British Taekwondo Council shall be to:

- a. Promote the martial art, sport, study and practice of Taekwondo in Great Britain.
- b. Organise, regulate and control the martial art, sport, study and practice of Taekwondo in Great Britain.
- c. Affiliate to, assist, co-operate with and support national and international organisations having objects approved by the British Taekwondo Council.
- d. Act as an advisory body on all matters appertaining to the sport and practice of Taekwondo, through liaison with statutory and voluntary bodies, news media and relevant parties.
- e. Do all such other things as are incidental or conducive to the furtherance of the objects of the British Taekwondo Council.

#### 3. MEMBERSHIPS, VOTING AND APPLICATION (APPENDIX C MEMBERSHIP OF BTC APPLICATION PROCESS)

Membership to the British Taekwondo Council shall be defined in the following categories:

- a. FULL COUNCIL MEMBERS (Appendix A) shall be any group which the Management Council at its' discretion, elects by a two thirds majority of its' complement present and voting at a meeting convened as hereinafter provided, as full members. A Full Member may appoint two representatives to the Management Council, one of who will have one vote regardless of the size of that group.
- b. PROVISIONAL COUNCIL MEMBERS (Appendix A) shall be any group which the Management Council, at its' discretion, elects by a two thirds majority of its' complement present and voting at a Management Council meeting convened as hereinafter provided, as provisional members. Provisional membership shall be granted under such terms and condition as the Management Council shall, at the time of the election of the provisional member, deem appropriate. Provisional Members shall have no voting rights but shall be entitled to appoint one representative to attend Management Council meetings.

- c. BASIC COUNCIL MEMBERS (Appendix A) shall be any group which the Management Council, at its' discretion, elects by a two thirds majority of its' complement present and voting at a Management Council meeting convened as hereinafter provided, as Basic Council members. Basic Council membership shall be granted under such terms and condition as the Management Council shall, at the time of the election of the Basic Council Member, deem appropriate. Basic Council Members shall have no voting rights and be represented at Management Council meetings by their assigned officer, ie ITF or Independent Liaison Officer.
- d. CLUB COUNCIL MEMBERS (Appendix A) shall be any group which the Management Council, at its' discretion, elects by a two thirds majority of its' complement present and voting at a Management Council meeting convened as hereinafter provided, as Club Council members. Club Council membership shall be granted under such terms and condition as the Management Council shall, at the time of the election of the Club Council Member, deem appropriate. Club Council Members shall have no voting rights and be represented at Management Council meetings by their assigned officer, ie ITF or Independent Liaison Officer.
- e. LICENCE HOLDERS shall be persons in current membership of a Full, Provisional or Basic Council Member of the British Taekwondo Council. Individual licence holders shall have no voting rights and shall not be entitled in that capacity to attend Management Council meetings.

NB: Full details and requirements of membership can be found on Appendix A of this constitution under the heading "Rules of Membership". References in this paragraph 3 to "voting rights" are to voting rights on the Management Council.

#### 4) ORGANISATION – OFFICER APPOINTMENTS

The British Taekwondo Council shall consist of one body: The Management Council.

a. Constituents, Voting & Quorum of the Management Council:

i. The Management Council of the British Taekwondo Council will consist of:

|                             |   |          |
|-----------------------------|---|----------|
| The Chairman                | ) |          |
| The Vice Chairman           | ) |          |
| The Secretary General       | ) |          |
| The Treasurer               | ) | Officers |
| ITF Liaison Officer         | ) |          |
| Independent Liaison Officer | ) |          |

The Members

These Officers may be honorary or general. A general officer is one who receives a salary, either directly or indirectly, from the British Taekwondo Council. Officers can elect "ad hoc" Officers on expenses-only remuneration but not represent the executive, eg Doping Officer

- ii. Officer Rolls and Responsibilities (Appendix D)
  - iii. A Quorum for a meeting of the Management Council shall be fifty percent of the Full Members and fifty percent of the Officers.
  - iv. Voting on the Management Council will be by simple majority of the Full Members and Officers present. Each of the Officers will be entitled to exercise a vote at meetings of the Management Council and, in the event of a tie, the Chairman shall have a second and casting vote. Proxy votes are disallowed.
  - v. The Management Council will meet a minimum of three times between Annual General Meetings, and also prior to each Annual General Meeting.
- b. Powers and Duties of the Management Council
- i. Electing and dismissing officers of the Management Council.
  - ii. Deciding the British Taekwondo Council's general policies to be followed, and debating other issues of concern to the membership.
  - iii. Interpreting and amending the British Taekwondo Council's Constitution and objects at its discretion.
  - iv. Terminating memberships to the British Taekwondo Council of any category of member, or individual licence holder.
  - v. Dissolving the British Taekwondo Council.
  - vi. Appointing Sub-Committees of the Management Council and ratifying the actions, decisions and recommendations of any Sub-Committee set up by the Management Council to include a detailed task and finish procedures and deadlines.
- c. Recognition of varying styles of Taekwondo within the Council and scrutiny of an application should be first assessed by the relevant group – ITF / INDEPENDENT.
- i. Members who are affiliated to an International Taekwondo Federation (ITF), may join as individual groups in accordance with paragraph 3 (Membership and Voting Rights) on page 1 of this Constitution. These members should discuss all matters relating to that body between themselves and the International Taekwondo Federation Liaison Officer and any decisions should be made by mutual agreement between those members and a proposal put to the Council for ratification and approval.
  - ii. Independent: - Members who practice Independent Taekwondo. Independent groups may join as individual groups in accordance with paragraph 3, (Membership and Voting Rights) on page 1 of this Constitution. These members should discuss all matters relating to that body between themselves and the Independent Liaison Officer and any decisions should be made by

mutual agreement between those members and a proposal put to the Council for ratification and approval.

- iii. Dual membership will be allowed for an athlete passport scheme, in particular for Olympic programme.
- iv. A Code of Practice to be defined for activities that may include an association or relationship with non-BTC members (Appendix A).
- v. Transfer of instructors/black belts between BTC member organisations, this to include better tracking possibly by database system upgrade (Appendix E).

## **5. REPRESENTATION, RESIGNATION AND TERMINATION OF MEMBERSHIP**

### **a. Representation**

- i. Full Council Members may appoint two representatives to sit on the Management Council, one of whom will be entitled to vote on behalf of that Full Member in accordance with paragraph 3a on page 1 of this Constitution. (This representative must hold senior position in the Full Council Member's group and should carry the mandate for that Member.)
- ii. Provisional Council Members may appoint a representative to sit on the Management Council. The representative shall not be entitled to vote. Provisional Council Member representatives will provide such credentials as the Management Council considers necessary.
- iii. Full and Provisional Council Members not sending representatives to Management Council meetings must inform the Secretary General of Apologies. These apologies should also contain the wording of "In absence accept the meeting minutes actions".

### **b. Resignation and Termination of Membership**

- i. Any member of the British Taekwondo Council may terminate its' membership upon giving three months prior notice in writing to the Secretary General. Upon expiration of the period of such notice, the membership to the British Taekwondo Council of such member shall cease without prejudice, to any outstanding claims at the said date by the British Taekwondo Council against such member, or by such member against the British Taekwondo Council.
- ii. The Management Council may, by a resolution passed by a two thirds majority of its Full Members present and voting at a Management Council meeting convened as hereafter provided, suspend the membership of the British Taekwondo Council of any Full, Provisional or Basic Council Member, or Individual Licence Holder with effect from the date decided in such resolution. Upon such date, the suspended member will have 14 days to appeal the Suspension. On receipt of any appeal the BTC will appoint a sub Committee to adjudicate the case. The decision of the sub Committee will be final, should

the decision support the suspension membership to the British Taekwondo Council of such member shall cease without prejudice to any claims at the said date of termination, by the British Taekwondo council against such party, or by such party against the British Taekwondo Council. An Individual of the BTC or a representative of a Member organisation to the BTC remains the responsibility of that Organisation.

## 6. ADMINISTRATION

- a. The Management Council will meet for the dispatch of business to include implementation of the BTC Ltd Strategy, adjourn and otherwise regulate their meetings in accordance with the Standing Orders for Meetings and Rules for Debate as appended to this Constitution.
- b. Meetings of the Management Council and the Committee will be minuted with the minutes kept and properly preserved by the Secretary General or a nominated person. The said minutes will be circulated and be kept available at all reasonable times for inspection by Members, representatives and Officers of the British Taekwondo Council.
- c. The Management Council shall meet on notice from the Secretary General as hereinafter provided, at the request of the Chairman, three officers, or any three or more Full Members of the British Taekwondo Council.
- d. The Secretary or a nominated person shall send by Electronic / Post, a written notice and agenda of, and for, every meeting of the Management Council, to the last address nominated to the Secretary General for the sending of such notices by the Officers and Members. Such notice and agenda shall state the general particulars of the business to be transacted at the meeting, and shall be sent at least fourteen clear days beforehand. Non receipt of such notice by a Member or its representatives shall not invalidate a meeting. Notification will be sent via recorded delivery.
- e. The Chairman of a meeting may, subject to the approval of that meeting, invite any persons, whether or not they are representatives of Members or Officers, to be present at, or to address a meeting of the British Taekwondo Council.
- f. The Chairman for any meeting of the British Taekwondo Council or Committee shall be the Chairman of the British Taekwondo Council. In his absence, the meeting shall elect by simple majority a 'meeting chairman' from those present.

## 7. ANNUAL GENERAL MEETING

- a. An Annual General Meeting shall be held not less than ten or more than fourteen months from the date of the previous Annual General Meeting.
- b. The precise date and venue of the Annual General Meeting shall be at the discretion of the Management Council.

- c. At least thirty days' notice of the date of the Annual General Meeting shall be given to all Officers and Members at their nominated addresses by the Secretary General or a nominated person, as previously herein provided. Notification will be sent via recorded delivery.
- d. The business of the Annual General Meeting shall include:
- i. The submission and adoption of accounts for the last financial year.
  - ii. The submission and adoption of an Annual Report.
  - iii. Election of officers / Board See paragraph 7d.v. below.
  - iv. Nominations for election of Officers must be made in writing, to the Secretary General, or a nominated person, with such nominations to be received at least twenty-one days prior to the date of the Meeting so as to be included in the agenda for the Annual General Meeting.
  - v. Officers shall, subject to their removal from office by the Management Council as herein provided, serve for the period covered by three annual general meetings from the first annual general meeting following the date of their election to their posts. They must resign, and shall be deemed to have resigned at the fourth annual general meeting following the annual general meeting at which they were appointed but may be nominated for re-election.
  - vi. Directors – Access / Dismissal to BTC Ltd Board

Member Organisations can nominate a person to the board of Directors on completion of:-

- 1000 members registered continually for a five-year period
- Active representation to the Council for five years (Aligned with Membership) the nominee to be the member organisations representative to Council meetings for a period of no less than three years.
- The nominated Member Organisation Director will remain in position whilst being supported by his/her Organisation, Or in that He/ She may resign, The Organisation they represent become non-members of the BTC or fall below director criteria.
- Non-Executive Directors (NEDs) will elect Executive Directors and Independent Non-Executive Directors to act on and deliver BTC Business on a day to day basis.
- In nominating people to become Directors of the Board of management of the Company due regard shall be taken of the Board's most recent assessment of the skills that are required for the Board, and any particular gaps that need to be addressed.

- The Board of management shall have the right to decline a nomination if there are identified skills requirements which the nominated representative does not fulfil.

## 8. VETO

- a. A representative of a Full Member may veto discussions on a topic considered at a meeting of the Management Council, if he feels inadequately briefed to decide on the topic. The vetoed topic shall be reinstated at the meeting following the meeting at which the topic was vetoed. In this subsequent meeting, no further veto on the previously vetoed discussion may be exercised.
- b. A veto may not be used on a motion, the terms of which have been properly notified in the agenda for that meeting.

## 9. GENERAL

- a. Auditors used by the British Taekwondo Council shall be Incorporated or Chartered Accountants.
- b. The Financial Year of the British Taekwondo Council shall run from the 6<sup>th</sup> April to 5<sup>th</sup> April inclusive.
- c. Any alterations and amendments to this Constitution and Rules, or a resolution for the dissolution of the British Taekwondo Council must be notified in writing to all Officers, Full, Provisional and Basic Members at least fourteen clear days before the scheduled date of the meeting at which such will be tabled. Such alterations or amendments to the Constitution and Rules, or resolution for the dissolution of the British Taekwondo Council shall require a two-thirds majority of the full Membership at the annual General Meeting, or a two thirds majority of a Management Council meeting convened for that purpose.
- d. If upon the dissolution of the British Taekwondo Council there remain, after satisfaction of all its debts and liabilities, any funds or other assets, they shall be applied as far as is possible, to the furtherance of such objects, similar to those of the British Taekwondo Council as may be determined by the Management Committee.
- e. The masculine shall include the feminine in this Constitution and Rules.
- f. The Interpretation Act of 1978 shall apply to this Constitution and Rules.
- g. Standing Orders and Procedures as laid out in Appendix B of this Constitution should at all times be considered in conjunction with appropriate sections of the British Taekwondo Council's Constitution and Rules. No ruling or interpretation may be made from these Standing Orders or Procedures that would in any way be contrary to the British Taekwondo Council's Constitution and Rules or the principles contained therein.



## APPENDIX A

### BRITISH TAEKWONDO COUNCIL

#### TERMS & CONDITIONS

#### FEES TERMS AND CONDITIONS FOR BTC MEMBERSHIP

1. **NEW MEMBERS** Upon acceptance a Registration Fee of five hundred pounds is payable immediately to the BTC. The following rules apply.

- a. Club Council Member 0-250 members

With immediate effect all names and addresses must be submitted to the BTC Licence Officer, with the relevant fee, failure to do so could result in your membership application status being reviewed. Once 250 members have been registered the BTC, upon application, will change the status from Basic Council Member to Provisional Council.

- b. Basic Council Member Minimum requirement 250 members

With immediate effect all names and addresses must be submitted to the BTC Licence Officer, with the relevant fee, failure to do so could result in your membership application status being reviewed. Once 500 members have been registered the BTC, upon application, will change the status from Basic Council Member to Provisional Council.

- c. Provisional Council Member Minimum requirement 500 members

With immediate effect all names and addresses must be submitted to the BTC Licence Officer, with the relevant fee, failure to do so could result in your membership application status being reviewed. Once 500 members have been registered then an invite to attend BTC meetings will apply. Provisional members may attend BTC meetings but are not entitled to a vote.

- d. Full Council Member Minimum requirement 1000+ members.

With immediate effect all names and addresses must be submitted to the BTC Licence Officer with the relevant fee, failure to do so could result in your membership application status being reviewed.

Organisations applying for full membership will be invited to attend BTC meetings but are unable to vote until full membership status is achieved. Once one thousand members have been registered and a minimum of three attendances at BTC meetings have been completed then it will be put on the agenda at the fourth

meeting for status to become a full member, if successful from that date full member status and conditions applies.

To maintain membership status annual figures should be no less than figures quoted, failure to make these figures in any given year will result in a review of membership status and the possibility, should their number fall below 250, lose Basic Council Member status and be aligned with a Member Organisation in good standing with the BTC. In addition, unpaid or shortfall of fees will become due.

- e. MEMBERSHIP FEES Current at time of Application
- f. PROFESSIONAL INDEMNITIES Fee as Current at time of Application

Upon acceptance to fulfil the BTC criteria all instructors must have professional indemnity, the cost of these as follows. Again if these criteria are not full filled this could result in your membership status being reviewed.

|             |                      |
|-------------|----------------------|
| £5,000,000  | Fee upon application |
| £10,000,000 | Fee upon application |

- g. VERIFIER/INSTRUCTOR COURSE as part of the terms and conditions of membership every new organisation must appoint a person to be a BTC Verifier, the cost of this course is £100.00 and this qualification should be completed with immediate effect.
- h. REGISTERED INSTRUCTORS it is compulsory for all instructors to attend a BTC Registered Instructors Course; this includes an enhanced CRB check. This also must be completed with immediate effect. The cost of the course as current at time of Application....
- i. SAFEGUARDING OFFICER(S) Every organisation must appoint one or two Safeguarding Officer(s) to be registered and verified by the BTC.

## **RULES AND REGULATIONS**

1. Although every member group is autonomous in their operation, the BTC do impose the following rules within their membership status;
2. Organisation representatives to the BTC must be of a stature that they represent the interest of their organisation and hold a mandate to vote on their behalf. Written confirmation on letter headed paper from the organisation stating representative status is required, then and only then will that representative be accepted at BTC meetings.
3. Licences must be returned monthly regardless of numbers with the appropriate fee.
4. Dual membership is allowed in the BTC for the purpose of Olympic / International selections.

5. A group's rules & regulations must not conflict with the rules, regulations or aims of the BTC.
6. All members must be insured via the BTC only.
7. Minimum age for a BTC instructor is 18 years of age.
8. All instructors must attend a BTC Registered Instructor Course.
9. All instructors must hold Professional Indemnity Insurance via the BTC.
10. Minimum requirement for a BTC School Programme Qualification is 21 years of age, 2nd Degree Black Belt who has attended his own organisations & BTC Instructor Course and has at least two years' experience as an Instructor.
11. All Applicants must have no outstanding disputes financial or otherwise with an existing Member Group.
12. No group within the BTC shall refer to its self as a Governing Body.
13. The BTC Transfer Policy governs movement from one association to another and this must be adhered to at all times
14. All events organised by BTC Member Organisations will be for BTC members only. With the exception of International Non UK participants/ Competitors.
15. Officers and Committee Members of the BTC and Member Organisations of the BTC are not permitted to attend non-BTC national events.
16. In the event of any Instructor/ Member resigning/Expelled their membership, their insurance will become invalid from that date.
17. BTC Member to Member insurance is for participation in BTC-authorized activities only.
18. Transferring from one organisation to another, all present membership and insurance will become invalid unless a mutual agreement is made by the organisations involved.
19. Independents. Any groups whose style is based on either WTF or ITF but have no International Affiliation or recognition with these groups and have no intension of seeking this recognition. No reference either on any web site or literature must be made to any of the International Bodies. No correspondence unless via the proper membership channels must be made to any of these bodies. Kukkiwon Certification and events are still available as a WTF style Independent.
20. ITF these are groups who have recognition with one of the recognised International bodies within the BTC.
21. All member organisations are held responsible for their instructor/members actions and will be held accountable should it be proven that any individual is in breach of the BTC



Rules and Regulations. Failure to act upon a directive from the BTC could result in the member organisation being put into disciplinary procedure.



## APPENDIX B

1. **STANDING ORDERS FOR MEETINGS**
2. **RULES OF DEBATE**
3. **DISCIPLINARY PROCEDURES**
4. **ITF / INDEPENDENT CRITERIA**



## 1. STANDING ORDERS FOR MEETINGS

- a) If the Chairman is not present after the time appointed for the commencement of the meeting, the Chair shall be taken by the Vice Chairman, or in his absence, by a person elected by those present and entitled to vote at the meeting by a simple majority.
- b) The Chairman of the meeting shall conduct the meeting in accordance with these Standing Orders and Rules of Debate, and subject thereto, his ruling on any matter of procedure shall be final.
- c) No Member or Officer shall be entitled to hold the proxy of any other Member or Officer.
- d) The Chairman of the meeting shall ensure that all who vote are entitled to do so.
- e) Except as otherwise provided for in the Rules, in the case of an election or motion put, the candidate, or candidates, or motion, receiving the greater number of votes cast, shall be declared elected, or adopted. An abstention shall not count as a vote cast.
- f) It shall be the duty of Members to ensure that their views are represented on the Management Council.
- g) These Standing Orders and Rules of Debate, or any of them, may be suspended in whole, or in part, for the whole, or any part of a meeting by a resolution carried by two thirds of those present and entitled to vote at a meeting of the Management Council.

## 2. RULES OF DEBATE

- a) Any person entitled to be present and wishing to speak at a Management Council or Committee Meeting of the British Taekwondo Council shall address the Chairman of the meeting. If more than one person wishes to speak, the Chairman shall decide the order of speakers.
- b) Any motion, unless the terms are set out in the agenda circulated prior to the meeting shall, if required, be put in writing before the vote is taken.
- c) A motion shall not be debated until it has been seconded.
- d) Any amendment proposed to a motion must be relevant and not be a direct negative. It shall not be debated until seconded.
- e) When an amendment has been moved and seconded, no further amendment may be moved until it has been disposed of. However, notice of intention to move a subsequent amendment may be given, without comment, except the general nature of the amendment, during the course of the debate.

- f) The proposer of a motion, with the consent of a seconder, may signify that he is willing to accept an amendment.
- g) Any motion or amendment, having been proposed and seconded, may only be withdrawn by consent of the meeting.
- h) Any person entitled to be present at the meeting and entitled to vote may, at the conclusion of the speech of another person, move without comment:
  - i) That the question may now be put.
  - ii) That the debate be now adjourned to the next meeting.
  - iii) That the meeting proceeds to the next business.
  - iv) That a time limit be imposed on the debate of the question.
- i) If the motion is seconded, the Chairman shall at once put it to the meeting. If passed, the meeting shall proceed accordingly.
- j) If a motion under paragraph (h) or (i) is lost, it is within the Chairman's discretion whether or not he will accept a further motion under paragraph (h) during the course of the same debate. Subject to paragraph (i) and this paragraph, the Chairman shall decide when the vote is to be taken.
- k) Any person entitled to be present at the meeting and entitled to vote, may seek the Chairman's ruling on a point of order at any time during the meeting, and this shall be disposed of, before debate is resumed or further business introduced.
- l) The report of any Committee or Sub-Committee may be discussed informally, but the Chairman may at his discretion, ask for a motion that it be "received", "approved", "rejected" or "referred back". The Rules of Debate shall be applied to any such resolutions.
- m) These Rules of Debate or any part of them may be suspended in whole or in part, for the whole or any part of a meeting on a resolution agreed to by a majority of those voting at a meeting of the Management Council.

### **3. DISCIPLINARY PROCEDURES**

- a) For the purpose of dismissing an Officer pursuant to Clause 4(b)(i) of this Constitution and Rules, the Management Council shall establish a Disciplinary Sub-Committee of at least three persons, which shall convene from time to time as and when required. The Disciplinary Sub-Committee shall comprise of persons selected by the Management Council in its absolute discretion, whether or not such persons are Members of the British Taekwondo Council.
- b) Notice of the matter to be considered by the Disciplinary Sub-Committee shall be sent by the Secretary General, or a nominated person, to the party against whom

the complaint has been made. Such notice shall state the facts upon which the matter is based together with the place, time and time of the proposed meeting of the Disciplinary Sub-Committee to hear the complaint. The party against whom the complaint has been made shall, within ten days of receipt through the post of a request by an authorised member of the Disciplinary Sub-Committee, inform the Disciplinary Sub-Committee whether they wish to be represented or to appear personally at the hearing, or give a written explanation of the matter to be considered by the Disciplinary Sub-Committee.

- c) The Disciplinary Sub-Committee shall hear and determine the complaint referred to it. It shall within fourteen days of the hearing, produce a report with recommendations to Management Council. The said report shall be sent to the part against whom the complaint has been made, and they shall have a right to appeal to the Management Council in respect of the report or its recommendations. Any appeal shall be delivered in writing to the Secretary General of the British Taekwondo Council within twenty eight days of receipt of a copy of the report.
- d) The appeal shall be heard by the Management Committee (excluding those persons who constituted the Disciplinary Sub-Committee) by way of re-hearing and the appellant shall be entitled to the same Notice and rights at the Management Council hearing which they were entitled to at the original hearing as per paragraph (b) of these procedures.
- e) The Disciplinary Sub-Committee may recommend the penalty to be imposed and the Management Council may impose such penalty by way of fine, censure or suspension, as it deems appropriate. A penalty of expulsion may be recommended and imposed by the Management Council.
- f) The Management Council shall not be obliged to institute these disciplinary procedures in all cases involving the removal of an Officer from the Management Council.

#### **4. ITF / INDEPENDENT CRITERIA**

##### **ITF**

- Pay ITF affiliation fees
- Purchase ITF black belt certificates
- Complete in ITF affiliated tournaments

##### **INDEPENDENT**

- None of the above



## APPENDIX C

### MEMBERSHIP OF BTC APPLICATION PROCEDURE

1. On the application of a group to the BTC through the General Secretary, the General Secretary will pass the contact details to the ITF/Independent Officer
2. The appropriate Officer will contact the applying group with his contact details and at that point informing the group of the requirements to join the BTC and that any further contact will be through the officer.
3. All correspondence between the BTC Officer and the applying group should be by letter or email with a copy to the General Secretary of the BTC. Correspondence letters/email should always be time dated by the Officer for a response from the applying group
4. At the following BTC meeting the officer should present all the information about the applying group and any recommendations or objections can be raised at this time.
5. If the voting Members of the BTC have no objections they may accept the group or ask that the leader of the group attend the next meeting for further clarification.
6. On acceptance the new Group has until the next BTC meeting to pay the appropriate fees. If the fees have not been paid by this time the application will be rejected
7. Applications from a group/organisation currently in membership of an existing Member Organisation will be referred to the Transfer Procedure.

### LIST OF REQUIREMENTS

1. The name of group and amount of students within the group
2. Chairman/leader/president of applying group who should be IV Dan or above
3. Details of contact person
4. Submit their Constitution, which should not conflict with the BTC Constitution
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 months

**APPENDIX D**

**TERMS OF REFERENCE AND OFFICER JOB DESCRIPTIONS**

**BTC OFFICER ROLES AND RESPONSIBILITIES**

|                  |   |
|------------------|---|
| Office Title:    | CHAIRMAN  |
| Term of Office:  | 4 YEARS   |
| Job Description: | <p><i>The Chairperson of an organisation has three main elements to his/her remit as follows:</i></p> <ul style="list-style-type: none"> <li>• <i>Assisting with the managerial direction of the organisation</i></li> <li>• <i>Planning and running meetings</i></li> <li>• <i>Acting as spokesperson/figurehead</i></li> </ul> <p><i>In addition The Chairman will be expected to be:-</i></p> <p><i>Proactive in Marketing</i></p> <p><i>Regular Communication with all Member Organisations</i></p> <p><i>Approachable with Neutral Unbiased reviews</i></p> <p><i>Appoint Sub Committees</i></p> |
| Remuneration:    | £6000.00  |

### BTC OFFICER ROLES AND RESPONSIBILITIES

|                  |  |
|------------------|--|
| Office Title:    | VICE CHAIRMAN  |
| Term of Office:  | 4 YEARS  |
| Job Description: | <p><i>The Vice Chairperson presides over meetings of the council when the Chairperson is absent and performs such other duties and responsibilities that may be assigned by the Chairperson.</i></p> <p><i>In the absence of the Secretary Minute the Meeting and Distribute</i></p> <p><i>Represent the Chairperson in their absence as a figure head.</i></p> <p><i>Chair Sub Committees</i></p> |
| Remuneration:    | £2000.00   |

**BTC OFFICER ROLES AND RESPONSIBILITIES**

|                  |   |
|------------------|---|
| Office Title:    | SECRETARY GENERAL   |
| Term of Office:  | 4 Years   |
| Job Description: | <p><i>The Secretary's main responsibilities are:</i></p> <ul style="list-style-type: none"> <li>• <i>Supporting / leads the administration of the organisation</i></li> <li>• <i>Facilitating and supporting committee meetings</i></li> </ul> <p><i>Representation as Directed</i></p> |
| Remuneration:    | £13500.00   |

**BTC OFFICER – ROLES AND RESPONSIBILITIES**

|                  |   |
|------------------|---|
| Office Title:    | TREASURER   |
| Term of Office:  | 4 Years   |
| Job Description: | <p><i>The Treasurer also has three main areas of responsibility:</i></p> <ul style="list-style-type: none"><li>• <i>Keeping an overview of the finances of the organisation</i></li><li>• <i>Reporting into committee meetings</i></li><li>• <i>Making sure the organisation has the right financial policies and</i></li></ul> |
| Remuneration:    | £8500.00  |

**BTC OFFICER – ROLES AND RESONSIBILITIES**

|                  |   |
|------------------|---|
| Office Title:    | ITF LIAISON OFFICER   |
| Term of Office:  | 4 Years   |
| Job Description: | Liaise with all ITF Member Organisations<br>Report To Council Meetings<br>Pro Active in ITF Recruitment<br>Review and prepare Applications to the Council |
| Remuneration:    | £2000.00  |



### BTC OFFICER – ROLES AND RESPONSIBILITIES

|                  |   |
|------------------|---|
| Office Title:    | INDEPENDENT LIAISON OFFICER   |
| Term of Office:  | 4 Years   |
| Job Description: | Liaise with all Independent Member Organisations<br>Report To Council Meetings<br>Pro Active in Independent Recruitment<br>Review and prepare Applications to the Council |
| Remuneration:    | £2000.00  |

## APPENDIX E

### BTC TRANSFER PROCEDURE PROPOSAL

1. Only Taekwondo "Schools" need follow transfer procedure. (School is defined as students led by an Instructor in a regular venue.)
2. When a member Group is contacted about a potential transfer they must immediately inform the parent group by a recorded method i.e. email.
3. If both groups agree on the transfer then the transfer can proceed with both groups informing the appropriate Council Officer who will report this to the next BTC Council meeting and of any further action needed.
4. If both groups do not agree on the transfer then a BTC Transfer form must be completed and forwarded to the appropriate ITF/Independent BTC Officer who will investigate and bring before the next BTC meeting for approval/rejection of the voting members. To reject the transfer there must be evidence of the following: An outstanding Financial Commitment, Legal proceedings by one or both, return of equipment belong to parent group.
5. All disputed transfers agreed by the BTC must have a cooling off period of 12 months. The cooling off period starts on the date of the BTC Meeting at which it was agreed.





**BTC TRANSFER FORM  
Instructor**

|   |            |                          |  |
|---|------------|--------------------------|--|
| Name:   |            |                          |  |
| Association:  |            | Resignation Date:        |  |
| Reason for Resignation:   |            |                          |  |
| Membership of previous Associations:  |            | Membership Dates:        |  |
| Association applied to:   |            |                          |  |
| <b>Declaration:</b> I acknowledge that, by changing Association, my insurance is invalid. | Signature: |                          |  |
|   | Date:      |                          |  |
| <b>Transfer Approved</b>  |            | <b>Transfer Rejected</b> |  |
| BTC Meeting Date:   |            | BTC Meeting Date:        |  |
| <b>Confirmed:</b>   |            |                          |  |
| Chairman:   |            | Date:                    |  |