



Canadian Elite Taekwon-Do Federation
I.N.O. # 239 Under the International Taekwon-Do Federation

Constitution

Adopted Unanimously by the registered board of directors, on this 20th day, of August, 2014, upon Federal Registration of the Canadian Elite Taekwon-Do Federation in Canada.

Mission Statement

To teach the Martial Art of Taekwon-Do , nationwide
regardless of race, religion and politics.
We aim to follow ethical standards while applying democratic principles
in the hope of building a more peaceful united society in Canada.

Article 1;

Title, Composition and Registered Office

- 1.The title of this organization is the “Canadian Elite Taekwon-Do Federation”, the abbreviation of the title is “CET”. Hereafter referred to as CET,
- 2.The legal registered office for the CET is in Ottawa, Canada. The CET operates in the whole of Canada, including all territories , where its members reside.

Article 2;

Official Languages

- 1.The official languages of the CET are English and French. At all congress meetings each member may speak in his own language providing a translator/translation. Translation being made into (English, and or French,) The Korean language will be used as to technical terminology.
- 2.The rules and regulations, minutes, reports and other communication will be in English and/or French.
- 3.In all cases of any divergence in the interpretation of the text the English version will be accepted.

Article 3;

Objects

- 1.This organization is a federally registered not for profit corporation, and will aim to achieve the following:
 - 1.To promote and encourage the physical, moral and cultural education of its member. To create national respect and goodwill. To help build a better and more peaceful nation, and follow democratic principles.
 - 2.To enhance the authority and value of Taekwon-Do , hereafter referred to as “TKD”, by developing and standardizing techniques and theory, including competition rules for men, women, and children of amateur status throughout the nation.
 - 3.To establish training events and courses to qualify “Black Belts” to be of “International TKD qualification” status for national, and international service, to the CET, and the ITF, also “International Umpires and Examiners” status.
 - 4.To conduct, manage, arrange and approve championships, tournaments and demonstrations for the provinces within the nation.
 - 5.To assist, recognize and encourage the affiliated organizations and to furnish services and guidance to every individual, group or body, as it pertains to their interest or interests in General Choi’s orthodox taekwon-do.

Article 4;

Means

- 1.The objectives (Article 3) of the CET shall be obtained by idealistic and material means.
- 2.The required material means shall be raised by membership dues, and associated fees to include member schools(Dojangs), and individual members, accreditation material and events, as well as administrative costs associated with day to day operation, and service to registered members, as deemed by the executive.

Article 5;

Membership

- 1.The aggregate membership of the CET shall be unlimited and full membership is open to all students of TKD nationwide.
- 2.a)Individual Membership within the CET is available to any individual with verification of Grade,and Status, regardless affiliation. Verified membership to the ITF, will only be administered through the CET. The CET must be in good standing with the ITF in order to participate in any international events, including competitions, conferences and congress, therefore members must be in good standing with the CET, which has been deemed by the ITF as the governing body within Canada, to attend/participate in said events.
- 3.For the purposes of supporting and or administering national competitions, team selections, or for representation at international competitions, and attending international events, or any other reason deemed necessary, the CET may appoint a representative from within its body of members to officially represent the CET in absence of any Executive member.

Article 6;

Application for Membership

- 1.An application is to be submitted in writing to the Secretary General for review and acceptance by the CET Executive Board in accordance with articles V. In special circumstances, an individual may apply directly for membership as well, without being a member of an affiliated school(Dojang)
- 2.The individual(s) will be advised by the Secretary General of admission to the CET, and if applicable, confirmation of status . The individual(s) submitting application the CET will be deemed a member upon payment of the required membership fee, and not before.
- 3.The ITF may recognize individuals or schools from other organizations on the following basis
 - 1.The organization or individual must submit an application to the Secretary General. If it is an individual, the application must be accompanied by all certificates issued from the organization the individual belongs to, or is leaving. The organization must submit an application with the names of all individuals from the school(Black Belts)

with copies of certificates for each black belt student seeking recognition.

2. Upon receipt of a completed application, the Secretary General will forward same to the Board of Directors for admission, determination of length of probation, if any; and any restrictions on membership.

Article 7;

Termination of Membership

1. The Executive may expel any affiliated member or School, from the CET by majority resolution, if such affiliated member or school has violated the statuses or interests of the CET, the CET reserves the right to hold its members accountable for any action/actions unbecoming of the CET.

2. The Executive may also expel a member because of other violations of the membership obligations.

3. Termination of Membership will be by written notice from the CET, via official letterhead, or email.

Article 8;

Rights and Obligations of Members

1. In accordance with the statutes, the Affiliated Members are entitled to participate in all events of the CET, and ITF, and to make use of its facilities.

2. All members of the CET, should wear the doboks, marks and badges laid down by the CET, and ITF, at all sanctioned events, within a reasonable time after becoming a member. In addition, each school should exhibit the appropriate certificate(s), and flag(s) of the ITF at their location, where permissibility allows.

Article 9;

Rights and Obligations of the CET

1. The CET is the final arbiter on all questions concerning the resolution of the rules and regulations, competition rules and Executive decision. They can come into being through an regular general, annual general, or special general meeting, which requires no less than 3/5th majority presence.

2. The President of the CET reserves the right to make all final decisions which may potentially harm, or affect the administration of the constitution of the CET, or the greater good thereof.

3. Thirty (30) days of written notice shall be given to all members, of any annual meeting of members. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgment on the decision to attend.

4. The regular general meeting, congress, will coincide with the National Championships, or sanctioned event.

5. A special general meeting may take place upon written request if at least a 3/5ths of the executive board will be in attendance. The place of the special general meeting will be fixed by the CET.

6. A written invitation will be sent out to the members of the board of directors, of regular, as well as to special meetings, at least 4 weeks in advance. The post stamp, or date of email, will be enough to prove the date.

7. All members of the CET are entitled to participate in the congress. Only Executives members may give their votes, with consideration of the opinion of the general members.

8. A quorum of the meeting of the congress will be formed when not less than 3/5ths of the Executive members of the organizations are present. In case one of the representatives is not available to attend the congress, he or she can delegate his or her vote to another representative with the provision that it will be counted towards the quorum. Resolutions, which change the status of the CET, need 3/5ths majority of votes. Each representative can only take the vote of one other representative.

9. The appointment of the representative to participate in the congress has to be confirmed by the member which they represent, and has to be forwarded to the Secretary General of the CET within two weeks (14 days) of receiving the call to attend said meeting.

10. The President, or in his absence, the Vice President will take the chair at congress meetings. The Vice-President will choose who will chair. If none are available to be present, then the meeting will elect one of its representatives to be

Chairman.

11. Should the chairman of the meeting order, or if the congress decides, then there will be a differed decision.

Article 10;

Management of CET

1. The CET shall operate through Director's Meetings, Committee Meetings and Congress. The various committees shall be as follows:

1. Board of Directors (Article XII and XIV)

2. Promotion Committee (Article XVII)

3. Disciplinary Committee (Article XVII)

4. Technical Committee

5. Tournament Committee

6. Umpire Committee

7. Expansion Committee

8. All further committees to be named "Sub", and formed or dissolved upon Executive decision, and or non-function.

Article 11;

Congress

1. The Congress of the CET is the final arbiter in all questions concerning competition rules and elections.

2. Congress will be called to coincide with National Championships.

3. A special congress meeting will take place upon written request of at least 3/5ths of those entitled to vote in the regular Congress meeting, which number was as determined by the number of voting Members required to be present at official meetings [Article 9(1),(2)]. The place of the meeting will be fixed by the President to meet the convenience of the Members as far as possible.

4. A written invitation has to be sent out to all Affiliated Members for Congress or a Special Congress Meeting. Said notices must be sent within a minimum of four (4) weeks advance. The post stamp, or date of email will be deemed sufficient proof of date. Notice for meetings will be accompanied by the agenda intended to be put forward at the meeting, but failure to include any item will not prevent action from being valid if the chairman of the meeting permits said item to be proposed without notice.

5. All members of the CET are entitled to participate in the congress. Only voting members may give their votes, and only registered members, in good standing with the CET may take the floor to speak suggestions, recommendations, or otherwise, for consideration of the Executive.

6. The appointment of voting rites to participate in the congress in absence of a voting member, has to be confirmed by said member no less than 24hrs prior to congress.

7. The President, or in his absence, the Vice President will take the chair at congress meetings. If neither is available to be present, then the meeting will elect one of its representatives to be chairman. The President, or Vice President may delegate the chair for a meeting to a person they select, provided said person is accepted by the Executive Members priorly.

8. Should the Chairman of the meeting order, or the congress decide, then there will be a differed decision.

9. At an equality of votes the Chairman will have the casting vote. The chairman's decision as to the result of the voting on any question shall be final. An entry into the minute book signed by the Chairman of the meeting within thirty (30) days of holding of the meeting shall be conclusive of the terms of any resolution and of its having been passed.

Article 12;

Duties of the Congress

The following tasks are reserved for the Congress:

1. Appointment and dismissal of the members of the board. Appointment or dismissal of any Committee, Committee member, or "Sub" Committee, or "Sub" Committee member thereof.
2. Amendment of any statutes.
3. Admission and expulsion of members, the latter notwithstanding the rights vested in the board and the President respectively, as well as disbandment of the CET
4. Discussion and resolution about other items on the agenda.

Article 13;

Board of Directors

1. The Board of Directors will be composed of the President, Vice President, Secretary General, and two Treasurers (2). They will automatically become directors on their appointment by the President to the above positions.
2. The President will be elected by the congress and will hold office for six (6) years.
3. The board of directors may co-opt a director to fill a casual vacancy in the board but a new person so co-opted will serve only until the congress elects a new director. A special meeting of the Board of Directors is summoned at any time upon request of not less than three fifths (3/5ths) of the Board Members, or alternatively, when the President deems it to be urgent.
4. A resolution is passed if no less than three fifths majority of the votes cast are in favour of it. The resolutions will be passed with a simple majority of votes. If votes are equally divided then the President will have the casting vote. The President will be Chairman and in his absence, the Vice President. If neither is present then the Secretary General.

Article 14;

Duties of the Board of Directors

1. The Board of Directors is responsible for the management of the CET; it is in charge of all duties, which have not been delegated to one of the organs of the CET, according to the statutes. Its operation contains the following matters:
 1. Composition of the closing of accounts.
 2. Administration of the Federations means.
 3. Summoning of regular and special congress.
 4. Implementation of the resolutions decided by the congress.
 5. Disciplinary actions to members, as well as decisions for sanctions in case of breaching the statutes, and the award of certificates.
 6. Resolutions about the establishments of new Committees.
 7. Affiliation and expulsion of members .
 8. Ratify the National competition rules, as determined by the Tournament Committee.
 9. Approval of place and time to perform sanctioned competitions, demonstrations, and events.
 10. To arrange for the management and administration of the CET's moveable and immovable property (freehold and leasehold), purchase materials and services, make leases and grant security for loans, make loans, and take security.

11. All members of the CET, whether voting on resolutions or not, and all persons becoming members of the CET, after the passing of any resolution at a Board Meeting or Congress, shall be deemed to have assented to the resolution as if they had voted in favour of it, and should conduct themselves accordingly thereafter.

12. To determine remuneration/donations/fees for sanctioned events or work carried out for and on behalf of the CET before, during, or after said event, by its officers and members. The individual, or applicant host entity in question will be liable for any arrangements and contracts, and or services outside the scope of liability that may ensue as a consequence of such remunerations/donations/fees, or application.

13. To sanction and reimburse on behalf of the CET all expenses reasonably arrived on its behalf by the Executive Officers and members.

14. In general, the preparation of Directors Meetings.

The Board of directors may, while retaining its responsibilities, delegate the power and authority to officers and Committees and others registered associates within the CET.

Article 15;

Directors Meetings

1. Meetings of the board of directors may be held at any time and place to be determined by the directors provided that 48 hours of written notice of such meeting shall be given, other than by mail to each director. Notice by mail shall be sent at least 14 days prior to the meeting. There shall be at least one (1) meeting per year of the board of directors. No error or omission in giving notice of any meeting of the board of directors or any adjourned meeting of the board of directors of the CET shall invalidate such meeting or make void any proceedings taken thereat any director may at any time waive notice of any such meeting, and may ratify, approve and confirm any or all proceedings taken or had thereat. Each director is authorized to exercise one (1) vote.

2. A majority of directors in office, from time to time, but no less than two directors, shall constitute a quorum for meetings of the board of directors. Any meeting of the board of directors at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under the by-laws of the CET.

Article 16

President, Vice President, Secretary General, Treasurers(2) [Officers]

1. The officers of the CET shall be a President, Vice President, Secretary General, Treasurers(2), and any other officers as the board of directors may by-law determine.

2. The same person may hold any two offices, without conflict.

3. Officers shall be appointed by resolution of the board of directors at the first meeting of the board of directors following an annual meeting of members.

4. The officers of the Board shall hold office until a successor is appointed by the President. Officers shall be subject to removal by resolution of the board of directors at any time.

5. The President of the CET directs and represents the CET in all official matters and is ex-officio a member of all committees.

6. The President, Vice President, and Secretary General are authorized to sign contracts in the absence of other Executive members, with expressed consent of the President.

7. Cheques must be signed by no less than two(2) Executives.

8. Determine and decide the terms of reference of sub committees, and to delegate such powers necessary to such sub committees. Such sub committees may have no voting rights at Board Meetings but shall make recommendations.

9. The Vice President will assume the duties of the President at such times as may be required by the absence or incapacity of the President. In case of permanent incapacity of the President, the Vice President will retain the position of President for the elected time remaining until the next meeting of congress when an election will take place. The Vice President will assume such duties as are delegated to the Presidency.

10. The Secretary General will keep a record of the meetings of the Board of Directors and Executive Committee, issue

notices and perform other ordinary duties of the office or as assigned by the President or by-laws.

11. The "Official Seal" of the CET will be held in trust by the Secretary General.

12. The Treasurers(2) will collect, and under the direction of the Board of Directors, arrange for the care and distribution of all funds of the ITF and keep full and regular accounts, which will at all times be open to the inspection of any Member of the Board of Directors. The Treasurers(2) will present a non-audited balance sheet monthly on the 15th day the following month to the Executive Committee and will submit to the Executive Committee a non-audited annual report within thirty (30) days after the end of each financial year.

13. The CET funds can be expended by combination of two(2) Executives, to always include one Treasurer(either may sign), accompanied by the President, or Vice President, or Secretary General.

14. The Board of Directors will conduct the affairs of the CET. It will meet prior recommendations of the Congress with regard to the affairs of the CET.

Article 17;

Committees

1. The Board of Directors is responsible for the management of the CET; it is in charge of routine business. It is in charge of all duties, which have not been delegated to one of the organs of the CET according to the statutes.

1. Standing Committees

The standing committees of the CET, whose chairmen and members will be appointed by the President, subject to the approval of the Board of Directors (President of the CET is ex-officio all committees), will be as follows;

- A) *Board of Directors*
- B) *Disciplinary Committee*
- C) *Promotion Committee*
- D) *Technical Committee*
- E) *Tournament Committee*
- F) *Umpire Committee*
- G) *Expansion Committee*

2. Disciplinary Committee

The chairman of the disciplinary committee shall be assisted by at least one (1) Executive Member. The chairman will be familiar with the constitution of the CET and with principles of natural justice and ethics, and will report to the Board of Directors

3. Promotion Committee

The Promotion committee chairman will be appointed by the President. The Promotion Committee shall include at least 3 members of "International Instructor" status, or five(5) members, but never four(4). CET Board of Directors reserves final approval of all promotion of CET registered members.

4. Technical Committee

The Technical committee chairman will be appointed by the President. The Technical committee chairman will report to the Board of Directors for its approval.

5. *Tournament*

The Tournament and Umpire committee chairman will be appointed by the President. The chairman will select other members to assist in establishing a schedule of events which will be communicated to the Secretary General for final approval by the Board of Directors.

6. *Umpire Committee*

The umpire committee chairman will be appointed by the President. The umpire committee will coordinate with the tournament committee chairman, and hold all umpires at sanctioned events to a standard of unbiased excellence and a standard of professionalism becoming of the CET, and to report to the Board of Directors.

7. *Expansion Committee*

The expansion committee chairman will be appointed by the President. The expansion committee chairman will report to the Secretary General for final approval by the Board of Directors.

Article 18

Arbitration Tribunal

1. All disputes arising from a CET relationship will be decided by the following procedure:
2. The complainant Member will make a written submission to the Secretary General with a copy to the chairman of the Disciplinary Committee. The Secretary General will date stamp receipt of the complaint and forward an acknowledgement to the complainant Member, Accused Member and copy to the President and Chairman of the Disciplinary Committee.
3. Within ten (10) days, the Disciplinary Committee Chairman will issue a letter to the Accused Member demanding a response to the Complaint. The Accused member must respond within twenty (20) days with a written response.
4. The Chairman of the Disciplinary Committee will convene a Special Meeting of the Disciplinary Committee in person by other electronic means, to review the complaint and the response. Said meeting will take place within thirty (30) days of the receipt of response.
5. The President, the complainant and the Accused will receive the decision of the Disciplinary committee. If in favour of the complainant, the accused will be removed from the CET or ordered to comply with the terms of the decision, unless a Notice of Appeal is filed with the Secretary General within five (5) days of the decision. The Notice of Appeal must set out the reasons the decision is being appealed. The appeal will be brought before an appeal tribunal consisting of three (3) people, one being the President, with a vote, one being an impartial third party from outside the CET, and the third being an arbitrator practicing as such in the country where the head office of the CET is located. The costs of such proceedings shall be borne by the unsuccessful party to the appeal.
6. The Decision of the Appeal Tribunal is final and there is no appeal beyond this to an outside court or tribunal.
7. The Disciplinary Tribunal shall have the power to order the Affiliated Member to make restitution, cease infringing on another member's rights, and expulsion. It also has the right to grant a pardon or alternatively, put the Affiliated Member on probation for a period of time.
8. In the event that the complaint is against any of the Board of Directors, that matter shall be referred to the Advisory Board by the complainant. A procedure for disposing of the matter shall be established and said procedure shall be consistent with and keep in mind the principles of natural justice.

Article 19

Dissolution of the Federation

1. The organization may be dissolved after the dissolution has been approved by the Board of Directors and by three fifths (3/5ths) vote of the Executive Members, at a special congress called for this purpose.
2. Notice of a vote on dissolution has to be forwarded to executive members at least ninety (90) days before the vote is taken.
3. The Congress will decide about the CET's means if any such exist. In special cases a liquidator may be called to decide how to distribute the means left after covering all expenses.

4. The means should, if possible and allowed, be distributed to a successor organization having substantially the same or similar purposes as the CET.

Article 20

National Competitions

1. National Championships will be held every year, the amateur practitioners will therefore meet in fair and equal conditions. The venue for the competition will be decided at the Congress or any other meeting providing this item be on the agenda.

2. Any other National Championships then prescribed in section 20(1) will have to be approved by the CET with the application being accompanied by the requirements of the CET.

3. Affiliated Members are not allowed to participate in championships or competitions of any kind which are organized by non-affiliated organizations without giving precedence to all CET events, unless approved by the CET, such approval will not be unreasonably withheld.

4. Rules for organization of National Championships will be released by the CET, by way of regulations. Umpires and judges have to be appointed by the CET for every championship and must hold valid certification approved by the CET, to officiate "Black Belt" competition.

Article 21

Execution of Documents

1. Contracts, documents, or any instruments in writing requiring the signature of the corporation, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality (with exception to Article 16(13)). The Directors shall have power from time to time by resolution to appoint an officer or officers on behalf of the corporation to sign specific contracts, documents and instruments in writing. The directors may give the corporation power of attorney to any registered dealer in securities for the purposes of the transferring of, and dealing with any stocks, bonds, and other securities of the corporation. The seal of the corporation when required may be affixed to contracts, documents and instruments in writing, or aforementioned "seal", or by any officer or officers appointed by resolution of the board of directors.

Article 22

Miscellaneous

1. Any person may apply for the qualification of "International Instructor" status, who has acquired a 4th Degree or higher qualification recognized by the CET.

2. The badges and emblems of member organizations must be approved by the CET.

3. All affiliated members and especially the functionaries of the CET shall sincerely endeavour to realize the tasks and objectives of the CET, as well as possible, and in mutual agreement.

4. All meetings of the CET, when face-to-face meetings are not practical, can be conducted by electronic means.

5. A Secretary shall record the minutes of all meetings and forward them to the Secretary General for dissemination to interested parties.

6. Each Executive member, School, or Individual, as the case may be, agrees to be bound to any decisions made by the CET. In the event of a dispute, all legal rights to trademarks, logos, design, images, or intellectual property of any kind, including copyrights, are and shall remain, the sole and exclusive property of the CET.

7. The Schools and individuals agree to advise the CET, of any improper use of intellectual property belonging to the CET, in their respective natural territories, and where necessary, participate in the prosecution of same. All affiliated members agree that the intellectual property of the CET represents great value to the CET, and must be protected. Monetary compensation is insufficient to compensate the CET for damages and accordingly, the CET may claim injunctive relief against any offending party should legal action become necessary.