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## By Laws No. 1

(Version 3/21, including amendments implemented by August 2021)

On November 28th, 2009, the Board of Directors of the ITF approved unanimously the adoption of By-Law No.1. It was then duly signed by the President and the Secretary-General. Excerpts of By-Law No. 1 and headings of all sections are reproduced below. To obtain a copy of the complete text, please contact the National Association in your country or the Secretary-General of the ITF.

### 1. Scope of Application

The International Taekwon-Do Federation, ITF, and all affiliated organizations operate in accordance with the Constitution as approved at the Extraordinary General Assembly held on 28th April 2019 in Inzell, Germany, or in accordance with any further amendments duly approved by the Extraordinary General Assemblies that took place after 2019. (Amended 3/2021)

The By-Laws, Rules and Regulations supplement the Constitution and reflect the detailed policy of the ITF. The By-Laws must be in harmony with the Constitution and, in case of conflict, the terms of the Constitution prevail.

### 2. Communications

English and Spanish are the official languages of the ITF, but other languages may also be used where appropriate.

Meetings of the Board of Directors and of the various committees may be held in person, by telephone or by Skype videoconferencing.

Official ITF information may be transmitted through:

- a. E-mails and/or letters.
- b. Advertising, featuring in-depth articles.
- c. Official Web site.

### 3. Guiding Principles

- a. Practitioners of Taekwon-Do (TKD) recognize that they are forever students of our Founder, General Choi Hong Hi. The ITF and its affiliated organizations will strengthen and promote the legacy of General Choi as described in his Encyclopedia of Taekwon-Do, notably the twenty-four patterns and his philosophy.
- b. The ITF belongs to all its members and must work for its members and with its members to provide the services they need and want.
- c. The ITF and its affiliated organizations are always open to suggestions from members and encourage innovative ideas.
- d. The ITF and its affiliated organizations are and must remain free of all political influence.
- e. All decisions made by the administrators of the ITF and its affiliated organizations must be fair, impartial and justified.
- f. The ITF must play a proactive role in strategic areas such as communications and the development of ITF Taekwon-Do in its four facets as a sport and a martial art but also as a way of life and a tool for social development.



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- g. The ITF and its affiliated organizations must put maximum on-going efforts into building and maintaining an efficient structure and professional operation.
- h. All qualifications and promotions within the ITF and its affiliated organizations will be attributed according to merit and in conformity with well-established criteria.
- i. The key to the future development of the ITF and its affiliated organizations is its core group of Grand Masters, Masters and Instructors.
- j. Each individual who holds an official position in the ITF or an affiliated organization or is accredited by the ITF (including instructors, umpires, seminar leaders, examiners) must be an active member. This means they must have taken the appropriate courses, have the required certificates, and have paid all fees applicable. They must not be subject to disciplinary measures and must respect and apply the regulations of the ITF.
- k. The respect of hierarchy authority is an important principle in all martial arts. All members of ITF will respect those who are their seniors in the organization, particularly their teacher. On the other hand, the seniors will treat their students and other juniors with respect and fairness.

## **4. Structure**

### **4.1 The General Assembly – Voting Procedure**

Each member representing his country has the right to attend with a maximum of two delegates. Only one of the representatives has the right to vote. The number of votes is based on the number of the schools/clubs (plaque holders) in their country.

- a. From one (1) to twenty five (25) schools/clubs (plaque holders): one (1) vote.
- b. From twenty six (26) to fifty (50) schools/clubs (plaque holders): two (2) votes.
- c. From fifty one (51) to seventy five (75) schools/clubs (plaque holders): three (3) votes.
- d. From seventy six (76) to one hundred (100) schools/clubs (plaque holders): four (4) votes.
- e. From one hundred and one (101) and up, schools/clubs (plaque holders): five (5) votes. (maximum)

Members who thirty (30) days before the beginning of the ITF General Assembly are not current with the payment of all fees, and other contributions, whose payments are liable as members and had not been refuted judicially or been proceeded to the judicial or notarial consignment of the amount to be received, may participate in the ITF General Assembly although they are not entitled to vote. The minutes of the ITF General Assembly must indicate those members who were not qualified to vote according above mentioned.

### **4.2 The Board of Directors**

The Board of Directors is composed of the (1) President, one (1) First (Senior) Vice President, two (2) Vice Presidents, one (1) Secretary-General, one (1) Treasurer, and up to five (5) members. (Amended 6/2020)

The maximum number of Board Members should be restricted to 11.

All members of the Board of Directors must be elected in the Congress and serve a four-year term. Board Meetings are generally held once a year. When possible, these meetings are planned to coincide with international events.



In between meetings, on a monthly basis or for urgent business, Board Members will be contacted by e-mail or other means to vote or provide their opinion on subjects within their mandate.

The Board:

- a. Approves objectives, action plans and budgets.
- b. Amends and approves By-Laws, rules, policies and procedures.
- c. Presents to General Assembly for approval any modifications to the Constitution that may become necessary.
- d. Participates in development and review of strategic planning.
- e. For each Standing Committee, nominates a Chair and approves the list of committee members submitted by the Chair.
- f. Approves decisions of the Grand Masters Promotion Committee (including recognition of certificates from other organizations).
- g. Approves decisions of the Technical & Instruction, Tournament and Umpire Committee.
- h. Ratifies decisions to accept new members.
- i. Makes decisions about cases of discipline and expulsion.
- j. Makes decisions to take legal action when necessary.
- k. Takes any other actions within the mandate conferred by the Constitution and in the best interests of the ITF and its members.
- l. May apply temporary disciplinary measures to a member or an individual.

When an item relating to the country of a member of the Board of Directors is voted for then that member will have no vote.

Members of the Board of Directors normally may not be part of any Standing Committee to avoid situation of conflict of interest, however the Board may allow a Board Member to be a member of a Committee if it is in the best interests of the ITF to do so. (Amended 9/2019)

The Board of Directors may approve expenses of up to € 5,000 (five thousand Euros) per case.

#### 4.2.1 Conflict of Interest.

Procedure – conflict of interest

- a. A Board member who believes that he has a conflict of interest in a specific case must inform the other Board Members about the case and recuse himself from any involvement in that specific case.
- b. It also includes the situation if a reasonable objective observer would think he might have personal interest in the outcome of a case.
- c. If a Board member is in doubt of being in such a situation, he should ask for the opinion of the other Board members in order to receive a majority vote decision.
- d. If any of the Board members think that another Board member could have a conflict of interest in the case, and this Board member does not recuse himself from the case, he should ask for the opinion of the other Board members.
- e. Before any discussion and/or voting the Board member who has the conflict of interest has the right to express his opinion in front of all others Board members.
- f. The majority of the Board members might declare the Board member partial in a specific case and demanding him to leave the meeting.
- g. Procedures have the same effect if a case is going to be decided by e-mail correspondence.



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#### 4.3 The Executive Committee

The Executive Committee is composed of the President, one (1) First (Senior) Vice President, and the Secretary General. The President may appoint any other board member for the executive meeting depending on the matter(s) to be discussed.

The Executive Committee:

- a. Executes decisions taken by the Board of Directors.
- b. Ensures day-to-day management of ITF.
- c. May apply temporary disciplinary measures on a member or an individual, pending investigation and a decision by the Board of Directors.

The Executive Committee may approve expenses of up to € 5,000 (five thousand Euros) per case.

#### 4.4 The President

As stated in the Constitution, the President "is responsible for the development and maintenance of policy affecting the affairs of the ITF" and "represents the ITF in all international functions". The President oversees the general operations of the ITF.

The President chairs meetings of the Board of Directors and the Congress, as well as other meetings involving the members of the Board of Directors and the Chairs of the Standing Committees. He is an ex officio member of all committees.

The President works with the members of the Board of Directors and with other advisors chosen for their knowledge and experience.

The office of the President is responsible for:

- a. Strategy and orientation.
- b. Public relations (general public, other martial arts organizations, international sports organizations, etc.).
- c. Communications (media interviews, Web site, press releases, ITF News and other publications).
- d. Ethics and discipline.

The President may authorize expenses of up to € 10,000 (ten thousand Euros) per year.

#### 4.5 The First (senior) Vice-President

The First (senior) Vice-President is responsible for:

- a. Analyzing ITF revenues, reports and making recommendations to the President regularly.
- b. Identifying and developing strategies to generate new services for the ITF and ensures the implementation of these strategies in co-operation with the Development Committee.
- c. Follow-up on action plans with those responsible and reporting results to the President.
- d. Providing solutions and resources necessary to reach objectives.
- e. Mediating in conflicts.
- f. May be given responsibility for specific files or projects.



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- g. Coordinating and supervising articles to be published through the Development and Communication Committee (DCC).

#### 4.6 The Second Vice-President

The Second Vice-President is responsible for:

- a. Developing and maintaining relations with Grand Masters, Masters and Instructors.
- b. Identifying their needs in technical matters in co-operation with the Technical & Instruction Committee.
- c. Conducting surveys, consultations, and analyses of technical needs.
- d. Ensuring a good relation between technical decisions and administration.
- e. Legal cases in which the ITF may be involved in co-operation with the Board of Directors.
- f. Checking applications for the 9th degree and move it forward for approval to the ITF Board of Directors.

#### 4.7 The Third Vice-President

The Third Vice-President is responsible for:

- a. Promoting development of ITF TKD in countries with schools and practitioners.
- b. Ascertaining current status in each country and needs for development.
- c. Suggesting short-term and long-term priorities.
- d. Monitoring and controlling the use of the ITF name, logo, etc. Worldwide.
- e. Making sure that the ITF name is registered as a trademark in all member countries

#### 4.8 The Secretary-General

The Secretary-General is responsible for:

- a. Handling correspondence and enquiries about ITF.
- b. Forwarding correspondence to the appropriate officer or committee and ensuring it is followed-up.
- c. Ensuring regular dissemination to members of the Board of Directors and Chairs of Standing Committees of information pertinent to their mandates or of general interest.
- d. Agenda, logistics, and minutes of meetings of the Board of Directors and of the General Assembly.
- e. Using e-mail or other means to transmit to members of the Board of Directors documents about current files, requesting that they vote or give their opinion and ensuring it is followed-up.
- f. Consulting the Board of Directors about actions to be taken in urgent matters.
- g. Processes membership applications.
- h. Maintaining a filing system, including files on national and individual members.
- i. Issuing all ITF certificates (International Instructors, Umpires, and Black Belt Degree, International Instructor Training Certificate, etc.).
- j. Performing other administrative tasks as required.
- k. Sponsorship contracts and relations.

#### 4.9 The Treasurer

The Treasurer is responsible for:



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- a. Implementing and maintaining the ITF accounting system.
- b. Preparing the budgets for operations, development and promotion.
- c. Ensuring application of appropriate policies and procedures for accounting.
- d. Producing detailed quarterly and annual financial statements.
- e. Producing other financial reports as required.
- f. Communicating frequently with the Board of Directors to provide feedback about the finances of ITF.

#### 4.10 The Standing Committees

The Chair of each Standing Committee is appointed by the Board of Directors. The Chair then submits to the Board of Directors for approval the names of the individuals proposed as members of that committee. From among the names submitted, the Board of Directors appoints at least two and no more than five members for each committee. (Amended 9/2019)

The Chairs and members of the Standing Committees serve a four-year term. The President of ITF is an ex officio member of all committees.

The Standing Committees:

- a. Are empowered to promulgate and act according to their rules, which must not be in conflict with the Constitution or By-Laws, subject to approval of the Board of Directors.
- b. On their own initiative or at the request of the Board of Directors, give opinions, make suggestions and recommendations within the scope of their responsibilities.
- c. Apply all policies, rules, and procedures within the scope of their responsibilities.
- d. Set objectives, outline action plans, and identify resources needed to reach those objectives.
- e. Present a formal annual progress report to the Board.

The Chair of each Standing Committee may receive a compensation of € 1,000 (one thousand Euros) per year on approval of the ITF Board of Directors.

If a member of a committee resigns, unable to perform his duties or being removed by the majority decision of the Board of Directors, the Board of Directors may appoint another member to serve for the remainder of his term.

##### 4.10.1 The ITF Standing Committees are:

- a. Audit, Risk and Compliance Committee
- b. Anti-Doping Committee
- c. Athletes Committee
- d. Business and Marketing Committee
- e. Children's Development Committee
- f. Coaches Committee
- g. Development and Communication Committee
- h. Disciplinary Committee
- i. Do and Ethics Committee
- j. Grand Masters Promotion Committee
- k. Harmony Committee
- l. Inclusion Committee
- m. Information Technology (IT) Committee
- n. Technical Committee



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- o. Tournament Committee
- p. Umpire Committee
- q. Women Committee

The rights and duties of the committees can now be found under the heading ITF REGULATIONS - Terms of References in a separate document. (Amended 8/2020)

#### 4.10.6 The Youth and Students Committee (YSC)

The Youth and Students Committee ensures the quality of communication between the members.

The responsibilities of the Committee include the following:

- a. To create a forum for all Youth and Students to put forward suggestions and opinions.
- b. To create a web site where discussion might take place.
- c. That the university students be encouraged to take part in their own events.

The Chairman is responsible as a liaison between the ITF and the others.

#### **4.11. Members**

Members are classified as:

- a. National Association (NA)
- b. Recognized Allied Association (AA)
- c. Recognized Specified Allied Association (SAA) (Amended 6/2020)
- d. Recognized Club, School or Training Centre

##### **4.11.1 Continental Federations & Regional Federations (CF & RF) (Amended 7/2020)**

Member Associations that belong to the same continent may establish a Continental Federation and Member Associations that belong to the same region may establish a Regional Federation, subject to being recognized by the ITF.

Continental Federations ("CF") and Regional Federations ("RF") must be legally registered in one of the member states of the CF or the RF, as the case may be. They must be (a) democratic organizations (b) applying strictly a policy of no discrimination in any aspect (c) avoid conflicts of interests in decision-making (d) legislative bodies must be constituted in accordance with the principles of representative democracy and taking into account the importance of gender equality in ITF (e) maintain yearly independent audits of accounts; and (f) structured in harmony with the ITF Constitution.

While CFs may be recognized on a geographic basis and its members must be located at countries within same continent, RFs may be established based on recognized common fundamental reasons and interests that will be solid enough to convince the ITF Board of the need of such organization even if its member are located in different continents, while always considering the best interests of the ITF as a condition to such recognition of both a CF or a RF. The ITF Board may establish the binding procedure for the application to be recognized as a CF or a RF. In any case, even if such procedure was not yet established, The CFs' and RFs' statutes and



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regulations, as revised from time to time, shall be submitted – translated into English - to the ITF for prior approval. The Statutes and Regulations of the CF or RF must contain the undertakings detailed hereunder.

The ITF Board may revise the activities of the CF and the RF from time to time and may revoke the recognition if the ITF Board will find that the CF or the RF does not comply with the following duties.

CFs and RFs are not members of ITF. The recognition may be considered subject to the undertaking of the CF or the RF to accept, fulfill and be committed to the following duties:

- a. Consists of National Associations (NA) recognized and affiliated to the ITF on the continent or the relevant region.
- b. The CF and the RF will accept as members, without any limitation whatsoever, all the NAs in the relevant continent or all the NAs in the countries of the RF that meet the criteria laid down and being the reason for the establishment of the Regional Federation.
- c. Neither the CF nor the RF or any of its members is or will be a member of any International Taekwon-Do body other than ITF.
- d. Assures the respect and implementation of ITF By-Laws, policies, standards, and rules by the NAs on that continent or region.
- e. Ensures that all Black Belts and all Taekwon-Do teaching members and examiners have official ITF certification and that all the members at the country of the member are members of ITF, under any of the ITF member status.
- f. Collaborates in the preparation of the yearly ITF calendar of competitions and other activities.
- g. Organizes and coordinates tournaments between member countries on the relevant continent or region.
- h. Organizes seminars and other activities within the relevant continent or region.
- i. Coordinates the timing of Continental or regional events such as seminars and International courses taking place on that continent or region.
- j. Sends an activity report to the Board of Directors of the ITF during the first quarter of each calendar year and covering the activity during the past year.
- k. May collect annual fees from their member countries subject to the prior approval of ITF regarding the amount of the annual fees.
- l. Will not collect from its members or from the ITF members in the country members any other fees or payment for any activity, plaques, black belts or any other matter, except of payments for participation in the tournaments organized by the CF or the RF.

#### 4.11.2 National Association (NA)

- a. In each country there will be only one affiliated Association holding the status of National Association (NA), as approved by the Board of Directors
- b. The approved NA shall be the Association considered the most advantageous to the cause of the ITF and must be ratified at the next Congress
- c. A member affiliated to the ITF from a country where the legal or regulatory restrictions allows it only to acquire the status of an SAA under By Law 4.11.4, will not be entitled to be approved as an NA. The status of a member being an SAA may not change to be NA as long as the reasons for granting it the status of SAA exist in its country (Amended 6/2020)  
The Board of Directors yearly reviews that the NA fulfils all the requirements in order to keep its status
- d. The NA represents their country in the Continental or ITF General Assembly.





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#### NA Requirements:

- a. Must be a democratic and well-structured Association/Federation and legally registered as non-profit organization at the Ministry of Sports. In case of impossibility to register to the Ministry of Sports another instance of a well-structured legally registered administration and non-profit organization might be accepted.
- b. Affiliating all instructors with a minimum of 15 Instructors in possession of ITF teaching plaques and 25 black belt holders (requirements may change according to the country's population, economical resources or existing laws, etc).
- c. Sends one delegate to the Continental Federation and ITF General Assembly Congress.
- d. Represents officially the ITF in that country and may not be a member of any National, Continental or International Taekwon-Do organization or similar body without the permission of the ITF. In case the NA is integrated into another national martial arts association, the discipline of Taekwon-Do ITF must comply with the ITF rules.
- e. Assures implementation and respect of the ITF Constitution, By-Laws, policies, regulations of the International Taekwon-Do Federation.
- f. Ensures that all Black Belts, teaching members, and examiners have official ITF certification.
- g. Ensures that its Members are not affiliated to any other National or International Taekwon-Do or similar body other than ITF.
- h. Will be able to issue national Black Belt Certificates to those that possess an ITF Black Belt certificate.
- i. May organize national Umpire seminars given by qualified ITF "A" Class Umpires and might request the ITF Umpire "B" certificate.
- j. Organizes and coordinates annual national tournaments in that country as well as other activities.
- k. Ensures that only those authorized by ITF are involved in the manufacture, distribution, and sale of doboks, equipment, badges, and other items bearing the logo and/or the name of ITF.
- l. In the first quarter of each calendar year, makes a report to the Board of Directors.
- m. Must pay the annual membership fee before March 30th.
- n. Collects Extraordinary membership fees (plaques and certificates) of its members and remits appropriate amounts to ITF.
- o. The NA shall maintain a cordial relation with the AA.

In order to remain a National Association (NA) the NA must request at least 15 Plaques Licenses yearly. (Requirements may change according to the country's population, economical resources or existing laws, etc).

National Associations (NA) who do not fulfil above mentioned requirements or are unable to deliver required documents, if requested, as laid down in art. 4.11.2, may lose the status of NA but might obtain the status of recognized AA.

#### 4.11.3 Allied Association (AA)

In addition to the NA in a country, the ITF Board may recognize other Associations as "Allied Associations" (AA) that submits an application meeting all the requirements under the By Laws to be recognized as an AA. In the case where there already exists an NA in that country that is active and complies in a timely and consistent manner with all its duties as a member of the ITF, the decision of the ITF Representative Body on such a request will be rendered after a consultation process with the relevant NA, in which the NA will be asked to send its comments and its position



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with respect to the AA application, and in case the NA will object the recognition of the AA, the NA will be required to detail the grounds for its objection. However, the decision will always remain at the full discretion of the ITF Representative Body that will be entitled to recognize an AA regardless of the NA objection. (Amended 1/2020)

The ITF does not accept applications from Associations that:

- a. Received disciplinary sanctions or were expelled by any other national or International Taekwon-Do Federation.
- b. Released negative propaganda towards the ITF through articles, letters, interviews and other.
- c. Created serious problems to the existing National Association in any country.
- d. Are affiliated or have commitments to other Taekwon-Do groups/associations which practice ITF Taekwon-Do in their country.
- e. Don't wish to be part of the National Association anymore but aren't able to supply a credible reason to create an Allied Association.

In addition the applicant, to be eligible to apply for a temporary recognition as an AA, must fulfil the following requirements:

- a. Must be democratic, legally well-structured and registered as nonprofit association.
- b. Affiliate all instructors with a minimum of 10 Instructors and 20 black belt holders (requirements may change according to the country's population, economical resources or existing laws, etc).
- c. Must practice Taekwon-Do as taught by the founder of TKD, General Choi Hong Hi, and act in accordance with the ITF Constitution, By-Laws, policies, standards, and regulations.
- d. Must not be a member of any National or International Taekwon-Do or similar body other than ITF. In case the AA is integrated into another national martial arts association, the discipline of Taekwon-Do ITF must comply with the ITF rules.
- e. Must ensure that all Black Belts, teaching members, and examiners have official ITF certification.
- f. May organize national Umpire seminars given by qualified ITF "A" Class Umpires and might request the ITF Umpire "B" certificate.
- g. Must ensure that only those authorized by ITF are involved in the manufacture, distribution, and sale of doboks, equipment, badges, and other items bearing the logo and/or the name of ITF.
- h. Must collect extraordinary fees from their members previous to 31st March and remit appropriate amounts to ITF.
- i. Must affiliate all instructors with a minimum of 10 Instructors, and must request yearly the teaching license (plaque) for the Instructors.
- j. The AA shall maintain a cordial relation with the NA and will not create problems for the existing National Association.

(Requirements may change according to the country's population, economical resources or existing laws, etc).

Allied Associations (AA) who does not fulfill the above mentioned requirements may lose the status of AA and might obtain the status as a Recognized Taekwon-Do School, Club and/or Recognized Training Centre.



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An existing Allied Associations (AA) that is unable to deliver required documents – if requested - as laid down in art. 4.11.3 - may lose their status as AA and might obtain the status as a Taekwon-Do School, Club and/or Training Centre.

#### 4.11.4 Specified Allied Association (SAA) (Amended 6/2020)

Subject to the specific terms and the specific exemptions stipulated in this By Law 4.11.4, the terms of By law 4.11.3 will apply with respect to the recognition and affiliation to the ITF of a SAA.

- a. The Board of Directors, when dealing with an application of a member candidate to be granted membership pursuant to Art. 6 of the ITF status, must enquire whether the candidate is a member of any National, Continental or International Taekwon-Do/Taekwondo organization or similar body ("The other Taekwon-do body") or if its members are at the same time affiliated to The other Taekwon-Do body or if they have to cooperate with or assume commitments towards such other Taekwon-Do body.
- b. If the result of such enquiry is of the affirmative, and the Board of Directors is satisfied that this other affiliation at national level is a result of the mandatory requirements imposed by the national law or regulations in the country of the member, stating that in order to be recognized and/or to be entitled to practice ITF in the same country and getting benefits provided by the National Sport Authority, the association must be a member of The other Taekwon-Do body, The Board of Directors may approve the affiliation of the Applicant to the ITF subject to the conditions of sub-sectors (c) & (d) in this By Law.
- c. Before approving the membership of such member under By Law 4.11.4 (e), the board of directors must also be satisfied that under the structure of The Other Taekwon-Do body, a specific and independent sector exists where the Applicant enjoys full independence in the management of its activities and that its members and practitioners practice Taekwon-Do as stipulated in By law 4.11.3 (c).
- d. Before approving the affiliation of the Applicant to the ITF pursuant to Art. 6 of the Statutes, the Applicant will be informed by the Secretary General that under the specific circumstances in its country, its membership may be approved but only with the status of an SAA, and will be asked to confirm in writing its understanding of such specified affiliation as a pre-condition to the approval
- e. If the conditions under sub sectors (b), (c) & (d) are fulfilled the Board of Directors may grant the application of the Applicant to become a member and then move to grant such new member the status of an SAA.
- f. the following specific adjusted terms regarding By Law 4.11.3 will not apply with respect to a SAA:
  - (1) In case that an NA or an AA exists in same country and the Board came to the understanding that no agreement could be reached between the NA and the Applicant, the Board may exempt the Applicant from the need to reach such agreement as a pre-condition to the approval of an ITF member and recognition as an SAA.
  - (2) 4.11.3 both sub paragraphs (d) will not apply with respect to a SAA .
  - (3) In the application of the two last paragraphs of By Law 4.11.3 the SAA may be downgraded to a Specified recognized Taekwon-Do School/Club/Training Center.

#### 4.11.5 Recognized Taekwon-Do School, Club and/or Training Centre.



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In a country where there does not exist an NA or AA, or where the applicant does not meet the required items, a Taekwon-Do School, Club and/or Training Centre might be recognized by the ITF Board of Directors. All Black Belts must be in possession of the ITF Black Belt Degree certificate. Instructors teaching in the recognized Schools/Clubs and/or Training Centre must be in possession of the teaching license (plaque).

In a country where any requested membership the applicant cannot fulfil the affiliation requirements they might be accepted as a recognized club or school.

This By Law 4.11.5 will apply *mutatis mutandis* to candidates from countries with legal framework as in By law 4.11.4. (b). Therefore, the recognition of a member of such countries as a Taekwon-Do School/Club/Training Center will be possible under the same terms and procedure as stated in By law 4.11.4 (a), (b), (c), (d), (e), (f). (Amended 6/2020)

#### 4.12 Procedure between National Association (NA) and Allied Association (AA):

##### 4.12.1 Organizations:

The entities are entitled to work independently following the By Laws, Rules and Regulations.

Entities will remain, economically and administratively independent of the National Association (NA) and have the possibility to have their own activities.

##### 4.12.2 Countries with one or more than one Allied Association (AA):

In countries where one or more than one Allied Association (AA) in agreement exists, the Board of Directors will appoint one Chairman who will be the representative for all of them during Continental and ITF General meetings.

##### 4.12.3 Promotions for Black Belt degree:

Organizations are authorized to promote to Black Belt Degree, requesting the ITF Black Belt certificate within one month of the promotion test.

- a. The NA will be in charge of updating the National Discipline Register. The AA will provide the information needed.
- b. Both entities are deemed independent for a disciplinary matter and will accept the decision of the other with previous agreement of the ITF.

##### 4.12.4 International Instructor and /or Umpire Courses:

- a. Any NA or AA have the right to organize an International Instructor, Umpire Course, Kids or any other ITF course and it must allow the participation of any member of the ITF. In case that both organizations request the same course, the NA will have priority.
- b. In the case an AA wishes to organize an IIC or IUC, it must obtain approval from the ITF.

##### 4.12.5 Continental and ITF General Assembly:

- a. The NA will represent its country at the Continental or ITF General Assembly.
- b. AA's members may be present as observers.



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#### 4.12.6 Championships:

- a. The NA shall be in charge of organizing the National ITF Taekwon-Do Championship and might invite all ITF practitioners whether they are affiliated with the National Association (NA) or with Allied Associations (AA).
- b. The NA shall set the date, place, time and competition entrance fee.
- c. A copy of the invitation must be send to the ITF and the Continental Federation.
- d. NA and AA Black Belt competitors shall compete in the categories and /or divisions according to the ITF Tournament rules in order that they may qualify for their specialty, like pattern, sparring, power, special techniques and Free Pre Arranged Sparring.
- e. All competitors must wear the official ITF Dobok.

#### 4.12.7 Umpires for National Championships:

Participating Umpires at the National Championships shall be selected Umpires in possession of the ITF Umpire “B” or “A” certificate and Umpire ID Card.

#### 4.12.8 Continental and World Championships - Selection Procedure and Participation.

For any ITF Continental and World Championship the NA shall forward the list of their individual and team competitors. In case the NA does not have individual competitors or teams in various competition categories and/or divisions the AA will be able to cover those individual and/or team divisions and/or categories.

The NA must inform the AA and ITF sending their participation list at least 30 days prior to the deadline of the event in order that the AA has the right time to bring forward their list of competitors and/or teams.

Any matter of disagreement between the NA and AA shall be judged by the ITF who shall take a fair decision.

If the NA or AA request the presence of a member of the ITF Board of Directors in order to discuss any matter then they need to cover the necessary expenses.

#### 4.12.9 Economical participation at Continental and World Championship:

- a. Each Competitor may be sponsored through their own organization.
- b. The individual competition entrance fee for Continental and World Championship shall be paid by organization or competitors of both entities.
- c. The Team competition entrance fee for Continental and World Championship shall be paid by the NA.

#### 4.12.10 National Team trainings:

The National Team Training(s) and decisions will be made by the NA Coach. In the case of a selected Team, NA or AA competitors shall pay the same training fee set by the NA in order to cover the hall rent and coaches travel expenses if requested.

The National Team Training(s) will be announced at least 2 weeks prior to the training sessions.



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#### 4.12.11 National Tracksuit:

- a. The National Tracksuit will be designed and ordered through the NA and will be given to the selected members.
- b. Any selected NA or AA member will cover the same cost of the tracksuit.
- c. In case of a sponsor the tracksuit will be given to all selected members for free.

#### 4.12.12 Dobok and Safety Equipment:

- a. Both entities must wear the official approved ITF Dobok and must print the country name above the belt level of the Dobok jacket.
- b. Sparring competitors must be in possession of a red and blue pair of safe T equipment approved by the ITF.

#### 4.12.13 Travel and Accommodation Expenses:

Both entities may arrange and take care of their own travel and accommodation expenses.  
Umpires and Officials for International, Continental and World Events:

- a. Both entities might indicate their own Umpires and officials.
- b. NA Umpires will have their accommodation expenses covered by the Championships organization as written in the official Championships invitation.
- c. AA Umpires will cover their own expenses or might be in agreement with the Championships organization Committee.

#### 4.13 Individual Black Belt

To be recognized as a Black Belt Degree they must be affiliated through the NA, AA or Taekwon-Do Schools, Clubs and/or Training Centers accepted by the ITF Board of Directors, and must be in possession of the ITF Black Belt Degree certificate.

### **5. Instructors and Teaching License (Plaque Certificate)**

Each individual - Grand Masters, Masters, Instructors, and Assistant Instructors (from 1st to 9th degree) teaching in a NA, AA, TKD School, Club and/or Training Centre - must have a valid teaching license, known as a "plaque".

4th degree black belt holders and above **must also have an International Instructor Certificate issued by the ITF whether actively instructing or not.** (Amended 2/2021)

The application of a candidate for a teaching license must be approved by the NA or AA. This approval will be given only for those applicants who train regularly and have attended teaching courses offered by the NA or AA during the period preceding the application.

The yearly teaching license (plaque) fee is set by the Board of Directors.

Upon receipt of the application approved by the NA or AA and the plaque fee, the Secretary General will issue or renew the teaching license for the applicant.

In case a member from 4th to 9th degree does not pay the annual Teaching license (plaque) fee during a certain period of time, then the waiting time for promotion will be increased for that the period of time.



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## **6. International Activities**

### 6.1 Teaching/Promotion/Development

An Instructor, Master or Grand Master may teach in countries other than his home country however they must request approval through their National and or Allied Association. If the National and/or Allied Association approve the visit and teaching abroad they shall inform the ITFHQ in order to receive the final approval.

An International Instructor, Master or Grand Master may grade candidates in countries other than his home country however they must request approval through their National and or Allied Association.

If the National and/or Allied Association approve the visit and examination abroad they shall inform the ITFHQ in order to receive the final approval.

Anyone who wishes to develop ITF Taekwon-Do in regions not yet served by ITF must present his project to the ITF Board of Directors. The project must then be accepted by the NA or AA responsible for that region if any. The ITF Board of Directors makes the final decision.

### 6.2 International Activity Participation.

Any member participating in an International ITF event is fully responsible for his own insurance regarding injury, trauma and/or fatal accident. The ITF is only the promoter of those events and cannot be held responsible for any injury at any level.

To participate in activities of other organizations permission from the ITF should be requested; however in organizations with few members cooperation might be accepted.

Any ITF member wishing to invite a Master or a Grand Master from another ITF organization must request permission of their NA/AA.

Open Taekwon-Do ITF Tournaments will be open to our ITF members ONLY. For special cases, an organizer wishing to invite participants and/or officials from another Taekwon-Do organization must request permission through the NA/AA from the ITF.

## **7. Qualifications**

### 7.1. Black Belt Membership Degrees

Before applying for testing for a Black Belt Degree membership, the candidate must have completed the required preparation period.

Therefore, the original of the ITF Black Belt membership card or certificate indicating the degree held currently and the promotion date must be shown to the Examination Committee prior to the grading.

#### 7.1.1 Grading preparation - period additional requirements:



1st to 2nd degree  
preparation period 18 months  
No reduction time is given

2nd to 3rd degree  
preparation period 2 years  
No reduction time is given

3rd to 4th degree  
preparation period 3 years  
minimum age: 21 years  
The candidate must participate in at least at one (1) IIC during the preparation period.  
No reduction time is given  
Must have an International Instructor Certificate\*

4th to 5th degree  
preparation period 4 years  
The candidate must participate in at least at one (1) IIC during the preparation period.  
No reduction time is given.  
Compulsory payment of the annual Teaching license "Plaque".  
Must have an International Instructor Certificate\*

5th to 6th degree  
preparation period 5 years  
The candidate must participate in at least one (1) IIC during the preparation period.  
No reduction time is given.  
Compulsory payment of the annual Teaching license "Plaque".  
Must have an International Instructor Certificate\*

6th to 7th degree  
preparation period 6 years  
The candidate must participate in at least two (2) IIC's during the preparation period.  
No reduction time is given.  
Must be at least 40 years old.  
Compulsory payment of the annual Teaching license "Plaque".  
Must have an International Instructor Certificate\*

7th to 8th degree  
preparation period 7 years  
The candidate must participate in at least two (2) IIC's during the preparation period.  
No reduction time is given.  
Compulsory payment of the annual Teaching license "Plaque".  
Must have an International Instructor Certificate\*

8th to 9th degree  
preparation period 8 years  
The candidate should be active and must participate in at least two (2) IIC's during the preparation period.  
No reduction time is given.  
Compulsory payment of the annual Teaching license "Plaque".





Must have an International Instructor Certificate\*  
The candidate must be at least 60 years old.  
Meets the requirements of the Grand Masters Promotion Committee, and receives their recommendation according to the approved GMPC Rules. (Amended 3/2021)  
Should during his career have been loyal and accomplished duties for Taekwon-Do in his country and for the ITF.  
Must appear in front of the Master Promotion Committee panel at the appointed date.  
The panel will ask questions which they deem appropriate for the circumstances  
(\* Amended 2/2021)

#### 7.1.2 Attention:

In case a member Black belt from 4th to 9th degree does not pay the annual Teaching license (plaque) fee during a certain period of time, then the waiting time for promotion will be extended for a period of time equal to the period of the delay in payment without derogating from the duty to pay for the plaques. In addition the amount of the annual teaching license will be increased by 20%. (Amended 6/2020)

#### 7.1.3 Special requirements:

In the case that the candidate does not fulfill the above mentioned requirements for the 9th degree application request, the board of directors might agree to accept the applicant's promotion request according to:

- a. Special work given by the Board of Directors and completed by the candidate.
- b. Having under his Leadership/Instruction 3 Masters in activity.

#### 7.1.4 Extra waiting time:

An extra waiting period of 4 years will be applied for candidates coming from another organization and who did not obtain the 7th and 8th degree through the ITF, or having received a replacement ITF Degree Certificate for above mentioned Degrees.

#### 7.1.5 Special notes:

Candidates facing physical problems and in time to take a promotion to a higher degree could be recommended by the NA or AA to the ITF Board of Directors in order to take a special promotion test.

#### 7.1.6 Official documents for 7th to 9th degrees promotion:

The candidate for Black Belt Degree promotion 7th to 9th degrees submits the following documents (a, b, c, d,) 3 months prior the promotion date to the President of the NA or AA who signs the candidate's National Degree Application Form (a) for approval and forwards the documents (a, b, c, d) to the ITFHQ.

- a. National Degree Application Form.
- b. Curriculum vitae.
- c. Thesis (minimum of 6 pages).
- d. Letter of approval of NA and/or AA.

The new degree holder will receive a Black Belt Degree Certificate, a plastic ID Black Belt



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degree ID card and an ITF degree pin.

7.1.7 Conditions for recognising Taekwon-Do Graduation Degrees issued by other organizations and replacing them with an ITF Degree Certificate. (Amended 3/2021)

Upon application by a member, the ITF may accept and recognize for an individual (hereinafter: "the Candidate") the Graduation Degree issued by another Taekwon-Do organization, and issue an ITF replacement Degree Certificate, subject to fulfilling the following conditions and submitting the following documents:

- a. For all Degree holders:
  1. Sufficient evidence, at the discretion of the Executive Committee (or a specific committee to be appointed for the purpose of checking each application), of activities of the individual.
  2. A copy of the most recent Degree certificate from the previous organization, certified by the applicant member.
  3. Evidence of Degree qualifications from 1st Degree to the present Degree, including dates of qualifications (e.g. Degree certificates).
  4. Payment of the replacement certificate fee to the ITF (as decided and published by the ITF, from time to time).
- b. For 4th – 6th Degree holders and above, all of the above, and in addition:
  1. Attendance at one (1) International Instructors Course (IIC) of ITF since attaining the current Degree.
  2. Application for the ITF International Instructor Certificate, and the due payment of the appropriate fee.
  3. Payment of the plaque fee for the current year (year of application), and one prior year.
- c. For 7th Degree holders and above, all of the above, and in addition:
  1. Attendance at one (1) additional ITF International Instructors Course (IIC) since attaining the current Degree (for a total of two (2) ITF IICs).
- d. For 9th Degree holders, all of the above, and in addition:
  1. Approval of the Grand Masters Promotion Committee according to the GMPC Rules.

7.1.8 International Instructors Course (IIC)

The International Instructors Course is open to Black Belts, Instructors, Masters and Grand Masters. The NA or AA organizing the course must have received the approval of the ITF HQ.

A minimum of two (2) members of the ITF Technical & Instruction Committee is required in order to conduct the course.

Participants receive an International Training Certificate.

Contents of International Instructor Course for Black Belts 4th Degree and above:



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- a. patterns from Chon-Ji through Tong-II, according to level
- b. steps, traditional and sports sparring
- c. self-defense
- d. applications of traditional techniques
- e. philosophy
- f. protocol
- g. possibility of grading for 7th and 8th Degree Black Belt with the approval of the NA and/or AA
- h. qualification for ITF International Instructor (4th degree and higher).

Contents of International Instructor Course for Red Belts (Gup 1 & 2) and Black Belts 1st, 2nd and 3rd Degrees:

- a. theory of power
- b. patterns from Chon-Ji through Choi-Yong, according to level
- c. steps, traditional and sport sparring
- d. self-defense
- e. applications of traditional techniques
- f. tenets of TKD and student oath
- g. protocol and the meaning of the Do

## 7.2 Grading

### 7.2.1 Promotion

- a. Promotion to 9th Black Belt Degree membership will be decided and announced by ITF Board of Directors.
- b. Promotion to 7th and 8th Black Belt Degree membership must be examined and conferred by at least two (2) Grand Masters 9th degree.
- c. Promotion to 6th Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an ITF Master (8th or 9th degree).
- d. Promotion to 5th Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an ITF Master (7th, 8th or 9th degree).
- e. Promotion to 4th Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an ITF Master (7th, 8th or 9th degree).
- f. Promotion to 3rd Degree Black Belt membership must be authorized by the NA or AA and conferred by an ITF International Instructor (6th degree Black Belt or higher).
- g. Promotion to 2nd Degree Black Belt membership must be authorized by the NA or AA and conferred by an ITF International Instructor (5th degree Black Belt or higher).
- h. Promotion to 1st Degree Black Belt membership must be authorized by the NA or AA and conferred by an ITF International Instructor (4th degree Black Belt or higher).
- i. Candidates for Gup grades are graded by International Instructors who are 4th Degree Black Belt members and higher.

N.B.: Above mentioned International Instructor examiners must be in possession of a valid ITF Plaque license.

### 7.2.2 Instructors



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Instructors are selected among the 4th to 6th Degree Black Belt members and approved by their NA or AA.

### 7.2.3. International Instructor

An International Instructor is an individual who:

- a. Is at least 21 years old.
- b. Is at least a 4th Degree ITF Black Belt member.
- c. Has participated at the required International Instructors Course.
- d. Is the holder of an International Instructor Certificate.
- e. Has a valid ITF teaching plaque.

### 7.2.4 Assistant Instructors

Assistant Instructors are selected among the 1st to 3rd Degree Black Belt members, approved by their NA or AA and must be in possession of a valid ITF Plaque license.

### 7.2.5 Grades (Gup)

There are ten Gup grades from 10th grade (white belt) to 1st grade (red belt with black stripe). Gup certificates are issued by the NA or AA.

## 7.3 Membership Fees.

### 7.3.1 Ordinary membership fee

The annual membership fee of the NA is proposed by the Board of Directors and approved by Congress. Annual fees must be paid before March 31st.

The annual membership fee of the AA is proposed by the Board of Directors and approved by Congress.

The annual membership fee of the RC is proposed by the Board of Directors and approved by Congress. (Amended 6/2020)

Annual fees must be paid before March 31st.

Late payments will incur a 20% surcharge.

A violation of this obligation might be sanctioned by the Board of Directors with a temporary suspension of the rights of the NA or AA until the financial obligation has been fully satisfied.

### 7.3.2 Extraordinary Fees

The Board of Directors may approve other extraordinary fees.

### 7.3.3 Teaching License (plaque) fees

The teaching license (plaque) is available to individuals in accordance with By-Law 5 through the member association, and will be paid annually on or before June 30th. In case of late payment, the amount will be increased by 20%. (Amended 6/2020, 1/2021)



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#### 7.3.4 Black Belt Membership Degrees extraordinary Fees

The settled amounts are available to NA, AA, Schools/Clubs/Training Centers.

#### 7.3.5 Other extraordinary Fees

Other extraordinary fees may be approved by the Board and available to NA, AA, Schools/Clubs/Training Centers according to the budget approved.

#### 7.3.6 Reduced Fees

ITF shall define a policy of reduced extraordinary fees. Reduced fees are granted on the principle that the reduction will be passed on to the students.

#### 7.3.7 World Bank Group

According to the level of economy in a country a formula used to pre-classify those countries will be based at the World Bank Group, but each country must present an official request to be considered by the Board. The final classification will be approved by the Board of Directors.

#### 7.3.8 International Instructor Courses fees

Fees for International Instructor Courses may be adjusted, depending on the number of participants.

#### 7.3.9 Other official International Courses fees

Fees for any other Official International Course will be fixed by the Board of Directors and may be adjusted, depending on the number of participants.

### 7.4 Titles & Functions of Black Belt Teaching Members

- a. 9th degree, Grand Master, will be addressed as SASUNG NIM.
- b. 8th and 7th degree, Master, will be addressed as SAHYUN NIM.
- c. 6th, 5th and 4th degree, Instructor, will be addressed as SABUM NIM.
- d. 3rd, 2nd and 1st degree, Assistant Instructor, will be addressed as BOOSABUM NIM.

### 7.5 Hierarchy

#### 7.5.1 Seniority among Members

Seniority is established according to grade or degree. If two members hold the same degree, seniority will be established according to the following rule:

- a. The date on the grade or degree certificate determines seniority.
- b. If two members hold the same grade or degree and their certificates were issued on the same date, the one who started practicing Taekwon-Do earlier will be considered senior.
- c. If the above criteria are not decisive, the person with the earlier date of birth will be considered to be senior.



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### 7.5.2 Respect & Affiliation

- a. The student owes respect, loyalty, and gratitude to his teacher at all times because of the teaching and guidance he has received. Therefore, as the student progresses to higher levels in ITF Taekwon-Do, he continues to work in affiliation with his teacher. Exceptionally, a student may reach a higher Black Belt degree than his teacher, who may have interrupted his training for some reason. Nevertheless, the student must show a special regard for that former teacher.
- b. Income from the operations of an ITF accredited school, such as examination fees, might be divided between the Master and the instructors according to agreement.

### 7.5.3 Arbitration

Sometimes, particular circumstances make it difficult for a student and his teacher to continue working in harmony. The student may request permission from the NA or AA to change to another teacher.

### 7.5.4 Sanctions

After investigation, the ITF Ethics & Discipline Committee may recommend that the Board of Directors apply sanctions, which may include expulsion.

## **8. Dress Specifications**

### 8.1 Dobok:

Practitioners must wear the current ITF approved Dobok introduced in 1982. The Dobok consists of a jacket, pants, and a belt.

Grade members (color belts) wear the basic uniform:

- a. The jacket and pants are white.
- b. The ITF badge is worn on the left-hand side of the jacket front at chest level.
- c. On the back of the jacket is a logo which symbolizes an evergreen tree and incorporates the word "Taekwon-Do" in English and Korean as well as the letters "ITF".
- d. On the outside of both pant-legs, at knee level, appear the letters "ITF".

Black Belt members wear the following uniform:

- a. Black Belt members 1st to 3rd degree wears the basic uniform with the addition of black piping three centimeters wide around the bottom edge of the jacket.
- b. Black Belt members 4th degree and above not qualified as International Instructors wear the basic uniform with the addition of black piping three centimeters wide around the bottom edge of the jacket and a vertical black stripe three centimeters wide on the outside of both pant-legs.
- c. International Instructors 4th to 6th degree wear the same uniform as degree members with the addition of a vertical black stripe three centimeters wide on the outside of each sleeve of the jacket and both of the pant-legs.
- d. Masters and Grand Masters wear the same uniform as International Instructors with the addition of a vertical white stripe of one centimeter wide through the center of the black stripe on each sleeve of the jacket and both of the pant legs.



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The Board may approve a different Dobok for Kids up to 7 years old.

#### 8.1.1. Suit and Tie

- a. At official occasions Black belt holders from 1st to 3rd degree wear a suit and blue tie.
- b. At official occasions International Instructors 4th and 6th degree wears a suit and red tie.
- c. At official occasions Master Instructors 7th and 8th degree wear a suit and gold tie.
- d. At official occasions Grand Master Instructors 9th degree wears a suit and a white tie.

#### 8.2 Belt:

- a. The belt is five centimeters wide and five millimeters thick. It is worn wrapped around the body once.
- b. There are 6 colors of belts:
  1. Black: 9th to 1st degree
  2. Red with black stripe: 1st grade (gup) / Red: 2nd grade (gup)
  3. Blue with red stripe: 3rd grade (gup) / Blue: 4th grade (gup)
  4. Green with blue stripe: 5th grade (gup) / Green: 6th grade (gup)
  5. Yellow with green stripe: 7th grade (gup) / Yellow: 8th grade (gup)
  6. White with yellow stripe: 9th grade (gup) / White: 10th grade (gup)
- c. The stripe at one end of the belt that indicates 9th, 7th, 5th, 3rd or 1st gup, is five millimeters wide. The distance between the stripe at only one part of the belt is five centimeters.
- d. The level of Black Belt degree membership is written in gold-colored Roman numerals at one end only of the belt.
- e. A grade or degree holder may add his name and surname in gold letters as well as the name "ITF" and/or of the NA or AA.
- f. Junior Black belts (up to 17 years) must wear a black and white in horizontal division belt, and at the age of 18 years the belt must be changed into the Black belt.

### **9. Administration**

#### 9.1 Policies, Procedures, Rules & Standards

In order to facilitate the application of this By-Law, the Board of Directors may issue and apply policies, procedures, rules and standards on various subjects.

Items such as the criteria for admission, re-admission and country annual renewal application to membership in the ITF, acceptable equivalencies for degrees, the division of monies collected for examination fees or from the sale of doboks and equipment, etc.

#### 9.2 Remittance of fees

All fees remitted by Continental Federations, NA or AA's, as well as those paid directly to ITF, should be sent to the ITFADMHQ for deposit in the ITF Bank account plus the Bank charges.

#### 9.3 ITF Certificates & Plaques

The Secretary-General issues all official ITF degree membership certificates, teaching license (plaques), attestations of participation and other certificates.



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#### 9.4 Reimbursement of Expenses

- a. The Board of Directors will develop and update a policy and procedures for the reimbursement of expenses.
- b. Eligible expenses incurred by the members of the Board of Directors and the Standing Committees whilst carrying out their duties will be reimbursed if they were included in a budget approved by the Board of Directors. Requests to cover unbudgeted expenses will receive individual consideration by the Board of Directors, but such requests should be presented before the expenses are incurred.
- c. To be eligible for reimbursement expenses must be reasonable. Eligible expenses may include the cost of travel (transportation, accommodation, meals, etc.), meetings (facilities, documents, etc.), communications (telephone, fax, Internet access, etc.), office supplies and equipment, purchase of publications and subscriptions, registration fees for conventions and other meetings, membership in certain organizations, and consultants fees.
- d. Requests for reimbursement must be made on the form provided and include original receipts for all expenses. They must be forwarded to the ITFADMHQ every quarter or more frequently.
- e. The ITFADMHQ will verify that the reimbursement requested falls within the guidelines, obtain approval from the Board of Directors as appropriate and proceed with the reimbursement.

#### 9.5 I.T.F name, distinctive elements, trademarks and logos

1. Members and any affiliated person or legal entity to a member (hereinafter referred to as "Members") recognize and acknowledge that the logos and/or trademarks of the I.T.F or signs which incorporate the name of the ITF, distinctive elements of the ITF (jointly referred as "Logos") are proprietary rights owned exclusively by the ITF and that they are essential for the correct execution and achievement of the ITF's goals and objectives and any use of the Logos without the expressed written authorization of the ITF is strictly prohibited.
2. Members shall not create, register or use any logos, trademarks or signs which incorporate the name, distinctive elements, trademarks or logos of the ITF (either partially or totally) or which incorporate elements confusingly similar with them. If any Member or any person related directly or indirectly to them applies or registers or is using any trademark or sign in breach of the above obligations, it must immediately surrender and/or transfer said sign to the ITF, as it may be appropriate, and cease in the unauthorized use. If the Member or person fails to do so it will face sanctions and/or expulsion, as the ITF Board and/or The Disciplinary Committee shall determine in accordance with the Statutes, the By Laws and the Disciplinary Code.
3. Without derogating from the binding power of the above By Laws, the Board may establish and publish Branding Guidelines that will include also directives and guidelines with respect to the use of the Logos. Such guidelines when published will be binding upon the Members cumulatively with the above By Laws. Members shall abide by and comply with the ITF's Branding Guidelines, as amended from time to time by the ITF in its own discretion. The Branding Guidelines will be made available to Members at all times.
4. Members shall ensure to only utilize the ITF Logos in the way authorized by the ITF Board in writing and - once published - in accordance with the Branding Guidelines. Any use of said Logos - either partially or totally- outside those authorized by the Board or in the Branding Guidelines could





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be subject to sanctions by the ITF Board and/or The Disciplinary Committee in accordance with the Statutes, the By Laws and the Disciplinary Code. (Amended 9/2020)

5. "Old Logos" & Transitional Period – Following the decision adopted in Riccione – on April 27th and 28th, 2008 ("The Riccione Decision") any Member that in spite of The Riccione Decision had registered or maintained the registration of Old Logos on its name before the entering into force of this New By Laws No. 9 (December 2020) is hereby granted retroactively – as a specific exception to the stipulated above in Sub By-Laws 9.1 – 9.4 – the license to register the Old Logos and will be entitled, subject to the strict respect of the guidelines under By Law 9.5 (3) above, to maintain the and keep the registration on its own name as long as it pays the needed license fees required by the Registrar of Trade Marks or any similar authority to this effect in the country of registration. Furthermore, any such member will do all the necessary proceedings in order to register – on its own account – by 31 May 2021 at the latest, the ITF as a licensee and/or authorized entity to use the Old Logos worldwide and including in the country of registration without any limitations.

In case that any member had registered following to the Riccione Decision New Logos, same member will take all the needed measures, including as ordered by the ITF, in order to surrender and/or transfer the registration of the New Logos. As it may be appropriate according to the choice of the ITF, and cease the unauthorized use by 31 May 2021. (Amended 1/2021)

For the purposes of this By Law:

"Old Logos" means any logo contained in graphics at "Annex 9.5 a" to these By-Laws regardless of its registration Number and regardless of being registered in colors or in black and white.

"New Logos" means any logo that is not an Old Logo.

#### Annex 9.5 a

Old Logos of the ITF



ITF logo



ITF tree

#### 10. Anti-Doping regime (Amended 5/2020)



- 10.1 I.T.F and all its members are committed to the fight against doping.
- 10.2 The I.T.F Anti-Doping Rules ("I.T.F ADR or ADR")
- 10.2.1 I.T.F was approved by WADA as a WADA Code compliant and recognized as a Code Signatory.
- 10.2.2 The I.T.F ADR, in their last updated version as approved by the Board of Directors shall apply to the International Taekwon-Do Federation and to each of its National Associations, Allied Associations and Recognized Taekwon-Do Schools, Clubs and/or Training Centers (hereinafter: "National Members"). They also apply to the Athletes, Athlete Support Personnel and other Persons detailed at the I.T.F Anti-Doping Rules, each of whom is deemed, as a condition of his/her membership, accreditation and/or participation in the sport, to have agreed to be bound by the I.T.F. ADR, and to have submitted to the authority of the International Taekwon-Do Federation to enforce the ADR and to the jurisdiction of the I.T.F Doping hearing panels under the I.T.F ADR.
- 10.3 The I.T.F Medical and Anti-Doping Committee ("the Committee") will establish and update as needed an I.T.F Anti-Doping program (to include educational activities, policies and procedures) to ensure full compliance with the I.T.F ADR and any other duties to be complied with by the I.T.F., the National Members, and all Athletes, Athlete Support Personal and other persons to subject the I.T.F ADR ("The I.T.F. Anti-Doping Program).
- 10.4 Doping Control during International Competitions
- The organizers of an International event will be responsible to the organization of the doping control during the competition in full compliance with the I.T.F ADR. The I.T.F Anti-Doping Program and any other instructions of the Committee and/or any I.T.F Doping Control Officer to be designated as such by the Committee. The Anti-Doping specific program for each event (to include, *inter-alia*, the number of tests, the method and procedure of the selection of the Athletes to be tested and the arrangement of the facilities for the testing) will be coordinated and approved by the Committee not later than 14 days before the opening of the competition.

## 11. Administration for Doping Control

### 11.1 Acknowledgement of Anti-Doping Rules

All participants in International Taekwon-Do competitions will confirm that they are aware of the ITF Anti-Doping Rules. The participants will therefore sign an applicable document to acknowledge their awareness of the rules.

Participants will only receive their accreditation card after they have provided confirmation of their acknowledgement.

### 11.2 Guidelines for Doping Control arrangements

The Organizers will appoint a person in charge of the arrangements for the Doping Control at the Championship, preferably the Doping Control Officer of the National Association. He or she will closely cooperate with the ITF Doping Control Officer.

Issues to be coordinated with the NADO before the event:



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- a. The staff of the NADO, in charge of taking the samples, should be male and female to ensure that they can take samples from male and female competitors.
- b. Ensure that the NADO staff is available not later than 12.00 hours on the day of competition.
- c. Ensure that enough persons are available to accompany the competitors after they have been selected until the samples have been taken.
- d. Ensure that the staff of the NADO brings the required forms and containers for the samples.
- e. Ensure that the staff of the NADO is aware that a competitor can attend the Medal Ceremony in case his or her team is involved in the ceremony.

## **12. Honorary Members & Distinctions**

The Board of Directors, on a recommendation from one of its members, a Chair of one of the Standing Committees, or a President of a Continental Federation, an NA or an AA, may bestow on deserving individuals such honors and distinctions as they see fit.

## **13. Electoral Regulations**

### 13.1 Setting the Election Procedure - Positions, Eligibility and Electors

#### **Chapter 1**

##### **Article 1 - The President and the Board of Directors**

The President and the Board of Directors shall be elected by vote of all associations entitled to vote, as established in the By-Laws of the International Taekwon-Do Federation ITF (hereinafter By-Laws) and in these Regulations.

##### **Article 2. - Election**

The election of President and other members of the Board of Directors will be held on the following assumptions:

- a. On the expiry of the mandate.
- b. Dismissal, resignation, death or physical disability of more than 50% of the members of the Board of Directors, so that they cannot properly perform their duties.
- c. Motion of censure to the President and/or to the Board of Directors.

If the President ceases to carry out his function prior to the term of his mandate, by dismissal, resignation, death or physical disability, he will be replaced by the Senior Vice President, and failing him the 2<sup>o</sup> or 3<sup>o</sup> Vice President elected by vote of the members of the representative body, during the remaining time until the end of the mandate.

##### **Article 3.- Eligibility**

To be eligible the following requirements must be fulfilled under the Regulations:

- a. That the application is filed by an association entitled to vote.
- b. That the association submitting his candidature is up to date with the membership fees, and that the candidate in a personal capacity has satisfied all obligations that apply.
- c. Has been a member of the Board of Directors of a National Association (NA), for at least 4 years.



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- d. Be a holder of a 4th Degree (DAN) as a minimum.
- e. Being older than 30 years old and have belonged to the Federation for over 7 years.
- f. To be in full exercise of his civil rights.
- g. Had not been subject to any disciplinary proceedings or be immersed in their processing.

#### Article 4.- Conditions for electors

Will be members of all those associations that are present at the General Assembly with the right to vote, under the By-Laws.

Accordingly, shall not be considered elector the association or member with voice and no voting rights, as well as anyone who is suspended or sanctioned under the By-Laws and Regulations of this Federation.

## **Chapter 2**

### Election procedure of the Representative Body

#### Article 5.- The Procedure

The Representative Body or Board of Directors shall be elected at the Extraordinary General Assembly called for that purpose, which shall be governed by the provisions of this Regulation.

#### Article 6. - Calling of election of the Board of Directors

The Board of Directors shall convene the General Assembly in extraordinary session for all the members of the Federation who, under this Regulation, are entitled to vote. Upon at least half an hour between the first and the second convening, specifying the agenda, the place, date and time thereof.

#### Article 7. - Display of the electoral register

The electoral register will be displayed at the place and on the date set for the voting, and shall include a list of associations with rights to vote. Allowing the interested to consult, and if necessary, to fill the appropriate claims before the Board of Directors.

#### Article 8. - Requirement of the Candidature

In the candidature to the representative body or Board of Directors must be included the relationship of its components, either individually or through a closed list, with the designation of the positions each one will hold, at the head of which will be a President and being a part of it, in addition, a Secretary, a Treasurer, and a minimum of two Members, having to write the name and surname, id number and association to which they belong, with the express acceptance of the position through their signature.

Applications shall be supported by at least three (3) assembly members. The assembly members who endorse candidates, shall record under their signatures, their name and surname, ID number and association to which they belong. No association may submit or endorse more than one candidature.

#### Article 9. - Presentation of candidatures

Candidates must submit their details forty five (45) calendar days prior to the date of the General Assembly, candidatures will be submitted to the Secretary or designee by the Board of Directors,



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who shall verify the eligibility of the submitted candidature and its respective guarantees, based on the requirements mentioned in the previous article. In the event of some defect in the requirements, the candidate will be required to correct, in a timely manner, the observed defects. If they do not meet the requirements, or the defect is irremediable, the applicant must be notified immediately.

#### Article 10. - Duplicity of members

The eligible candidates may only submit one candidature.

#### Article 11. - Initiation of the election

At the point of the Agenda, of the General Assembly, that conveys the election of the Representative Body, the Secretary will read the nominations that meet the requirements.

#### Article 12. - No candidature has been submitted

The General Assembly may:

- a. Convene a new election process for the next General Assembly in the same terms. In this case the current Board of Directors shall serve until the new call, but as a Management Board, with purely administrative and management functions, to perform the indispensable formalities necessary within the association.
- b. Unanimously agree to prolong the government mandate of the current Board of Directors for four more years, provided that the President and at least half of its members accept that mandate. In this case it will be proclaimed by the General Assembly as Board of Directors, continuing in possession of the positions as a representative Body.

#### Article 13.- One candidature submitted

If only one candidature had been submitted in a timely manner, and having met the requirements, the Secretary shall indicate this and it will be proclaimed by the General Assembly as a new Board of Directors for a period of four years, taking possession the new positions as representative Body, at the completion of the General Assembly.

#### Article 14.- Two or more submitted candidatures

If more than one candidature had been submitted, the Secretary shall indicate this and will proceed to the constitution of the Pooling Station and to perform the corresponding voting.

#### Article 15.- The constitution of the Polling Station

The constitution of the Polling Station will be decided by the attending members of the General Assembly who will nominate the President of the Polling Station, who will be the older, and as a Secretary the youngest, being assisted by the Secretary of the Board of Directors.

#### Article 16. - Voters registration, materials and means

The Polling Station, once chosen, will be provided with the voter registration members of the General Assembly, and its identification data, along with the candidatures and its members. Also,



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through the Board of Directors, will be provided with whatever necessary means to carry out its functions: ballot boxes, ballot papers, pens, enumerated lists, sample records, etc.

#### Article 17. - Shall not be members of the Polling Station

The members of the candidatures, and those who act as witnesses, if any, shall not be members of the Polling Station.

#### Article 18. - The Candidates

The candidates may appoint one of their members as witness in the Polling Station having to apply to the Polling Station before the start of the voting.

#### Article 19. - Competencies and functions of the Polling Station

The Polling Station is assigned the following duties:

- a. Verify the voter's identity.
- b. Collect ballots and deposit them in the ballot box.
- c. Proceed to recount the votes.
- d. Announce the winning candidature to the General Assembly which will proclaim it as the new Board of Directors or Representative Body.

#### Article 20. - Exhibition of the Candidatures

Once the Polling Station is constituted and previous to the voting, the President of the Polling Station will proceed presenting the names of each candidature, and prior to the voting, each of the candidates will orally present their CV to the Assembly. For a period which does not exceed 15 minutes. Then the Assembly will proceed to the voting.

#### Article 21. - Ballot boxes

The Board of Directors shall make available to the Polling Station the box needed to perform, with maximum transparency, the deposit of the ballots where the votes cast will be introduced with the necessary guarantees and under the supervision of the Polling Station.

#### Article 22. - Delegation of vote

Voting by mail will not be accepted, although the delegation of a vote will be. Associates with voting rights contained in the electoral register may delegate their vote in writing with their signature and a copy of their identity card, which the polling table will check for authenticity.

#### Article 23. - The voting

The voting will take place once the exposition of the program by the names of each candidature before the Assembly is concluded, the President of the Electoral Polling Station will announce the start of the voting and the following procedure shall be followed:

- a. The voting shall be by ballot previously completed, which will be counted if it is without erasures or amendments.



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- b. The Secretary of the Polling Station will appoint the voters and proceed to verify their identity, and if they meet the requirements for exercising the right to vote, or in the case of delegation, the full name of the delegator and its validity. The Secretary, in any case, will check by examining in the electorate registration the right to vote of the elector.
- c. At the closure of the voting the President of the Polling Station shall announce that the voting is over.
- d. After the voting, the President, Secretary and the adjudicators, if any, will sign the numbered lists of voters, at the margin of each sheet, and below the last registered name.

#### Article 24. - The scrutiny

Following the voting, scrutiny counting will start immediately afterwards, subject to the following procedure:

The scrutiny counting shall not be suspended except in cases of force majeure. The President of the Polling Station will ensure that nobody or nothing disrupts the count. Ordering the expulsion, from the locality, of those who disrupt or hinder the development.

The scrutiny will take place by extracting the names, one by one, from the envelopes or ballots from the ballot box, and the Secretary will take note and count the number of votes cast for each candidate.

The votes cast in a different model than the ballot provided, or those containing two or more candidatures or more ballots are null and void. The ballots with erasures or overwriting will be null and void.

The ballots, minutes used and all documentation will be provided to the Board of Directors.

#### Article 25. - Proclamation of the Candidature

The counting of votes completed, the President of the Electoral Board will announce the winning candidature. The General Assembly will proclaim the new Board of Directors of the Federation. If a tie occurs successive ballots shall be held with the same requirements outlined above.

#### Article 26. - Minutes of proclamation

Voting completed, the Secretary of the Polling Station shall write the electoral minutes which will be subscribed by the President and the Secretary of the Polling Station, as well as witnesses, if any, subsequently submitting it to the incoming Board of Directors to be transcribed into the General Assembly minutes, on the appropriate agenda item.

#### Claims & Resources in the Electoral Process

#### Article 27. - Electoral Guarantee Commission

The electoral guarantee commission shall consist of a collegial body composed by the legal advisors of the Federation, who shall ensure the legal security of the electoral process in accordance with the By-Laws and these Regulations.

The functions of the electoral guarantee commission:

- a. Resolve any dispute being presented concerning the electoral register, the candidacies, the guarantees, voting rights, among others, as well as those relating to the celebration of the elections and results thereof.



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- b. Decide on any matter that directly affects the election.

#### Article 28. – Disputes

Disputes, on electoral matters, against decisions of the Board of Directors shall be presented to the electoral guarantee commission no later than three days after the contested decision was notified, by any associate who can prove a legitimate interest.

#### Article 29. - Motion of censure

The motion of censure to the President and/or the Board of Directors should be constructive, by incorporating the proposal for candidatures in accordance with these Regulations.

The censure of motion proposal must be presented in writing signed by at least 40% of the full members of the assembly with voting rights.

Upon receipt of the motion of censure, the President shall have the obligation to convene an extraordinary General Assembly to discuss and approve it if appropriate, within a maximum period of three months.

For the approval of the motion of censure, a favorable vote of two thirds of the General Assembly full members with voting rights will be required.

#### Final Provision

This Electoral Regulations of the International Taekwon-Do Federation ITF shall enter into force on the next day following its approval by the Board of Directors.

This By-Law may be amended at any time by a majority vote of the Board of Directors.

ITF By Laws No.1. Amended, August 1<sup>st</sup> 2021