

“B”

CONSTITUTION OF OTAGO UNIVERSITY ITF TAEKWON-DO CLUB

1. The name of the organisation shall be Otago University ITF Taekwon-Do Club hereafter referred to as “The Club”.
2. The OBJECTS of The Club are to promote the amateur sport of Taekwon-Do and include:
 - a. To promote and teach Taekwon-Do, the sport, the art, and the philosophy in accordance with the constitution of the International Taekwon-Do Foundation of New Zealand and the International Taekwon-Do Federation and in accordance with the teachings of Gen. Choi Hong Hi, the founder of Taekwon-Do.
 - b. To arrange and/or organise demonstrations, camps, seminars and tournaments as approved by the International Taekwon-Do Foundation of New Zealand.
 - c. To collect and receive subscriptions from members and to administer its funds for the purpose of running or attending demonstrations, seminars, camps or tournaments and to raise any funds that may be required for the purposes of The Club.
 - d. To purchase, hire or otherwise lawfully acquire any property and any rights and privileges required for the purposes of The Club.
 - e. To purchase, maintain, sell, or otherwise deal with all or any part of the property of The Club.
 - f. To take an active role in the local, regional, national, and international activities of the International Taekwon-Do Foundation of New Zealand as decided by The Club.
 - g. To take an active role in any relevant activities of The Otago University, The Otago University Students Association, and The New Zealand University Association as decided by The Club.
 - h. To strive towards student friendliness, open communication, student discipline, and the achievement of high standards among students.
 - i. To promote and facilitate communication between members of The Club and bodies The Club is affiliated to.
 - j. To protect the integrity of the art of Taekwon-Do in all aspects of The Club’s actions.
 - k. To advertise in any manner which The Club deems appropriate for the promotion of its objects.
 - l. To do any other lawful acts that lead to the attainment of the above objects.

RULES OF OTAGO UNIVERSITY ITF TAEKWON-DO CLUB

ARTICLE 1. PRELIMINARY

1. In these Articles:
 - a. The “Otago University ITF Taekwon-Do Club” (The Club) means the above named organisation.
 - b. “ITKD” means International Taekwon-Do .
 - c. “OUSA” means Otago University Students Association Incorporated.
 - d. “The Committee” means the members, for the time being, of the Committee constituted in accordance with these articles.
 - e. Any Assistant officers shall not have voting rights in Committee Meetings, nor shall they constitute part of the quorum requirements for Committee Meetings.
 - f. Words importing the singular number only include the plural number and vice versa and words importing the masculine gender include the feminine gender and vice versa.

ARTICLE 2. OBJECTS

1. The Club is established for the purposes expressed in this Constitution and all things incidental thereto.
2. The profits and other income of The Club shall be applied to the promotion of the objects as set forth in the Constitution.
3. The Club or any person associated with a member shall not participate in or materially influence any decision made by The Club in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arms length transaction (being an open market value).

ARTICLE 3. MEMBERSHIP

1. Membership shall be open to any person, regardless of gender, race or religion, who wish to train in the style of Taekwon-Do developed by Gen. Choi Hong Hi, the founder of Taekwon-Do.
2. All members of The Club shall be a member of OUSA unless approved by The Committee.

ARTICLE 4. APPLICATION OF MEMBERSHIP

1. The Committee is empowered to accept or reject any application for membership without assigning any reason therefore.

2. Persons shall become members upon acceptance of application to ITKD.
3. Application for membership of individuals to ITKD shall be through the Head Instructor, or an authorised deputy, with joining fees as prescribed by ITKD.

ARTICLE 5. MEMBERSHIP FEES

1. The Committee shall determine membership fees as they deem appropriate.
2. Membership to ITKD shall be by way of a yearly subscription.
3. Membership to The Club shall be by way of monthly, semesterly or yearly subscription.
4. All subscription/fees shall fall due at times indicated by the Treasurer.
5. If any member does not pay any required subscription/fees within one calendar month of the due date they shall not be permitted to exercise the privileges of membership until the subscription/fees has been paid.
6. The OUSA Executive Committee shall approve membership fees.
7. Committee members and members who hold the rank of 1st Dan (Degree) and above that regularly assist the Committee at a Club level shall pay a discounted fee as determined by the Committee.

ARTICLE 6. TERMINATION OF MEMBERSHIP

1. Membership in The Club shall be terminated under the following circumstances:
 - a. Leaving The Club e.g. by verbal or written request to a Committee Member.
 - b. Breach of rules or misconduct as laid out in Article 8, No.2.
 - c. Any member that remains unfinancial for one calendar month after the date of the rendered account may have their membership terminated.
2. All terminations of membership, with the exception of voluntary termination, may be subject to appeal to The Committee in writing.
3. The OUSA Executive Committee shall verify termination of membership.

ARTICLE 7. EXEMPTION FROM SUBSCRIPTION

1. The instructor and official assistant instructor(s) who hold current qualifications in accordance with ITKD requirements as prescribed in Article 9.

ARTICLE 8. ACTIVITIES OF MEMBERS

1. Competitions
 - a. No member shall take part or compete in any competition not approved by The Club.

- b. Members who have made themselves available for selection for tournaments or competitions shall be bound to attend the tournament or competition for which they were selected unless exempted by The Committee.
2. Breach of Rules or Misconduct
 - c. Any member who breaches the rules as laid out in this document, the ITKD Constitution or Standards and Discipline document, the OUSA Constitution, or who encourages or instigates any other member to breach the aforementioned rules shall be subject to disciplinary action as laid down in the ITKD Constitution.
 - d. Any expelled member shall forfeit all rights in and claim upon The Club and its property and shall have no claim against The Club, whether for damages or otherwise.

ARTICLE 9. INSTRUCTORS

1. Candidates for the position of Instructor shall satisfy the following requirements.
 - a. Be over 18 years of age unless approved by ITKD.
 - b. Hold the rank of 1st Dan (degree) or above recognised by ITKD.
 - c. Have a current 1st Aid certificate.
 - d. Have completed an instructor's course approved by ITKD.
 - e. Be approved by the current South Island Regional Director of ITKD.
2. Exemptions to Article 9 No. 1 shall be authorised by the ITKD Executive Committee.
3. Candidates for the position(s) of Assistant Instructor shall satisfy the following requirements.
 - a. Have attended an instructors course approved by ITKD.
 - b. Must hold a minimum rank of 2nd Kup (grade).
 - c. Must hold a current 1st aid certificate.
 - d. Be a current member of The Club.
4. Exemptions to Article 9 No. 3 shall be authorised by The Committee.
5. The holding of position of Instructor shall be subject to the approval of ITKD or their appointee.
6. The holding of the position(s) of Assistant Instructor shall be subject to the approval of The Committee.

ARTICLE 10. COMMITTEE

1. The Club shall be controlled by a Committee consisting of: President, Secretary, and Treasurer. One person may not hold more than one Committee position.

2. The Committee shall hold office for one year following its appointment.
3. Between general meetings the Committee shall have full power over The Club at its meetings to deal with all matters arising.
4. The duties and powers of The Committee are
 - a. Execute all decisions arrived at during general meetings.
 - b. Approving expenditure from the funds of The Club.
 - c. Authorising the reimbursement of expenses incurred by Club members when involved in Club activities as approved by The Committee.
 - d. The granting of an honorarium, gratuity or gift to any person for services rendered to The Club when The Committee considers this appropriate.
 - e. Receiving evaluating and approving reports of proposed Club activities.
 - f. Considering applications for membership.
 - g. Doing all other acts that are in the objectives and interest of The Club.
 - h. To create and update Policy Documents where appropriate.
5. The Committee shall meet at such times as it deems fit.
6. Two Committee members shall be present to constitute a quorum.
7. The chair at meetings shall be the President or in his or her absence The Committee members shall select a chair for that particular meeting.
8. In the case of an equality of votes the chair shall have a second or casting vote in addition to his ordinary vote.
9. If a vacancy occurs during the year providing a quorum remains The Committee may appoint any member to fill such a vacancy unless it has occurred due to a no confidence vote. The position shall be held until the next general meeting.
10. The Secretary or in their absence a Committee member selected by The Committee shall keep a true record and account of the proceedings and meetings of The Club and The Committee.
11. The Club may by resolution at a general meeting remove any member of The Committee from office before the expiration of his period of office and appoint another member in his stead.
12. If a Committee Member is absent from 3 consecutive Committee Meetings without Apology then they are deemed to have resigned from The Committee. The Committee can appoint a new member as long as a quorum remains.
13. The committee shall appoint a person, holding the required qualifications, for the position of 'Instructor'. This appointment may be varied from time to time as the committee sees fit.

This position shall not have voting rights at Committee Meetings, nor shall it constitute part of the quorum requirements of Committee Meetings. The position may be held by a concurrently by a member of The Committee or by another individual. This position does not have to be held by a member of The Club.

ARTICLE 11. GENERAL MEETINGS

1. The Annual General Meeting of The Club shall be held to:
 - a. Receive from The Committee a report of the proceedings of the previous year and a statement of the accounts.
 - b. To conduct any general business.
2. An Annual General Meeting shall be held at the near the end of the second semester of the University of Otago to:
 - a. Elect the officers of the club for the following year. The new committee shall assume authority on 1 January for the year of their appointment.
 - b. Set the following years fees
 - c. Conduct any other general business
3. The President, or in their absence any member appointed by The Club, shall be the chair of the meeting.
4. Every member present shall be entitled to one vote, except for the chair who shall have a second or casting vote in addition to his ordinary vote in the event of an equality of votes.
5. The quorum shall be one quarter of The Clubs total members or 8 members which ever is greater.
6. At least 14 days notice shall be given of general meetings by announcement at a regular training and by email. The notice shall have an agenda of business at the meeting. If a quorum is not reached the meeting shall be postponed for not less than fourteen days, and the members present at this meeting shall constitute a quorum. No changes to the constitution may be made at the postponed meeting
7. The Committee on its own behalf or on the signed request of a quorum of members shall at any time call a Special General Meeting.
8. If The Committee does not call such a meeting within 21 days of receiving such a request the requesters themselves may call a Special Meeting.

ARTICLE 12. DUTIES OF OFFICE BEARERS

President

1. The President Shall:
 - a. Be the official representative of The Club.

- b. Prepare or cause to be prepared the annual report for submission to the Annual General Meeting.
- c. To be the Chair at all Club and Committee Meetings, in their absence the Members present shall select a Chair for that particular meeting.

Secretary

2. The Secretary Shall:

- a. Deputise for the President whenever called upon to do so by the President to perform any of the aforementioned duties of the President.
- b. Arrange and attend all meetings where possible.
- c. Record the minutes of such meetings, in their absence, the Members present shall select a minute taker for that particular meeting.
- d. Attend to all correspondence.
- e. Transact all business of The Club as directed by The Committee.
- f. Keep all papers and documents of The Club.
- g. Maintain and keep all records of The Club
- h. To make authorised changes to the constitution and to distribute it to the Committee members, OUSA and other authorities decided by The Committee.

Treasurer

3. The Treasurer shall:

- a. Collect and disperse any moneys on behalf of The Club as directed by The Committee.
- b. They shall not keep more than \$50.00 in the form of cash, money in excess of this is to be deposited with The Clubs bankers.
- c. Give a written account of The Club accounts at the Annual General Meeting.
- d. Keep an accurate and correct record of all monetary transactions of The Club.

Instructor

4. The Instructor shall:

- a. The Instructor shall be responsible for teaching the art of Taekwon-Do, as devised by Gen. Choi Hong Hi, to the members of The Club.
- b. The Instructor shall be responsible for the selection of any Assistant Instructors, subject to the ratification of The Committee.
- c. The Instructor shall perform any other duties as decided by The Committee.

ARTICLE 13. AFFILIATION

1. The Club shall be affiliated to the ITKD and hence bound by its constitution.
2. The club shall be affiliated to the OUSA and the provisions of Clause 5 of the OUSA affiliation policy, for the time being, shall be deemed to be part of this constitution. The above clause shall be reproduced in Appendix A of this constitution. Any change to Clause 5 of the OUSA affiliation policy shall automatically be incorporated into this constitution.

ARTICLE 14. RE-AFFILIATION

1. The Club shall remain affiliated to ITKD by way of a yearly subscription.
2. The Club shall remain affiliated to OUSA by applying for re- affiliation by 31st of March each year.

ARTICLE 15. ADMENDMENT OF CONSTITUTION

1. These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting of The Club.
2. Such amendments shall be void unless 21 days notice of the proposed amendment is in the hands of The Committee.
3. Resolution shall be two thirds of the members present and eligible to vote.
4. Amendments shall be subject to the approval of the OUSA Executive Committee.
5. Amendments shall be subject to the approval of the Regional Committee of ITKD Taekwon-Do South Island.
6. Provided no addition to or alteration or recession of these rules shall be permitted if it affects the amateur sport promotion objects, pecuniary gain clause (Article 2.3) or Article 17.2 without the approval of Inland Revenue. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

ARTICLE 16. INTERPRETATION OF CONSTITUTION

1. The Committee shall be the sole authority for the interpretation of these rules and decisions of The Committee shall be binding.

ARTICLE 17. DISSOLUTION

1. If The Committee decides that The Club should be dissolved, The Committee shall call a Special General Meeting for that purpose. The Committee shall take reasonable steps to notify Members of The Club, as well as publicly post notification, of the said meeting, its purpose, and the reasons for The Committee's decision, at least 14 days prior to the meeting. A motion to dissolve The Club shall not be deemed to be carried, unless two thirds of those members entitled to vote, vote, either in person or by proxy, in favour of the motion.

2. If upon winding up or dissolution of The Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Club, but shall be given or transferred to ITKD Taekwon-Do South Island or ITKD which are non-profit bodies with similar Objects to the Club, or to another non-profit or charitable organisation with similar objects to the Club, within New Zealand.
3. The Club has been granted an exemption from clause 5.2 of the OUSA Affiliation Policy as outlined in clause 7.5 of the Policy, allowing assets to be given to ITKD or ITKD Taekwon-Do South Island on winding up.

ARTICLE 18. APPENDIX A: CLAUSE 5 OF THE OUSA AFFILIATION POLICY

- 5.1. Every affiliated body shall have the following provisions of this clause included in its Constitution, including this sub clause, and the affiliation of any body that does not, or ceases to comply with these clauses shall lapse and be void.
- 5.2. All property held or possessed by the Body shall prima facie be the property of the OUSA upon the dissolution of the Body, subject to clause 7.5 of this Policy
- 5.3. The Body may only levy upon its members such fees or subscriptions that the Association and its Executive have notice of.
- 5.4. Such consent may at any time be revoked or the terms thereof varied or the maximum subscription altered by the Executive.
- 5.5. Any person ceasing to be a member of the Association shall cease to be a member of the Body unless:
 - 5.5.1. The grants an exemption from the operation of this provision in an individual case.
 - 5.5.2. Where a member of the body is expelled, there shall be a right of appeal to the OUSA Executive.
- 5.6. Any alterations to the constitution of the Body shall not be valid unless approved by the Executive within two (2) calendar months from the date on which the alterations were passed or made.
- 5.7. The constitution and rules of the Body shall be subject in all respects to the OUSA Constitution and shall be void and of no effect to the extent of their conflict with the OUSA Constitution.
- 5.8. The Body and its members, present and future, shall be deemed to submit to and be bound by the OUSA Constitution and Policy of the Student General Meeting and Executive, and every such body and all such members shall be so bound in all respects.

These are the rules marked “B” referred to in the annexed declaration
of Ana Rakonjac (President) made this
1st day of November 2012

“B”

**CONSTITUTION OF
OTAGO UNIVERSITY ITF TAEKWON-DO CLUB**

.....
Ana Rakonjac (President)

.....
Genevieve Coffey (Secretary)

.....
Catherine Edwards (Treasurer)