



GUIDELINES MODEL STATUTES

for Member National Associations

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CONTENTS	The statutes should have a contents page with Articles listed and page numbers.	Contents overview
GENERAL Name of the organization Mission and objectives Statutes, Rules and Codes Language	This section introduces the organization and explains which legal entity it is, where its main seat is located and if it is registered, at what organization (chamber of commerce, company's office) and under which number.	<p>Article 1 Name of the organization</p> <p>1.1 [insert name] is a non-governmental and not for profit organizations, independent and autonomous, chartered within the territory of [insert country] and governed by these Statutes and the rules promulgated hereunder, with its main seat in [insert city] (country) and registered in the [name where federation is registered] [under number [insert number]].</p>
	Decide what your federations purpose and objectives are. These describe the core activities / scope of work of the federation.	<p>Article 2 Mission and objectives</p> <p>2.1 Mission and Objectives: the mission of the federation is to provide effective national governance of taekwondo as an Olympic Sport and Paralympic Sport within the territory of its country. The objectives of the federation are the following:</p> <ul style="list-style-type: none"> a. to promote, expand, and improve within [name country] the practice of taekwondo in light of its educational, cultural, and sports values (the "Taekwondo movement"); b. to promote fair play, youth development, and education; c. to encourage peace and cooperation through participation in sports; to promote or sanction international taekwondo competitions; d. to take action in order to strengthen the unity and protect the interests of name federation, name Continental Union, WT and the Taekwondo Movement; e. to engage in other activities in support of the above objectives; f. to guarantee the rights of all athletes and making sure no athlete is left behind.

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	<p>Decide which rules and regulations your federation has to follow, both national and international.</p> <p>Think about internal rules and regulations of the NOC, Sport Ministry, but also disciplinary rules in your country but also mandatory rules and regulations from IOC/WADA/IPC and WT and the Continental Union.</p> <p>Decide - if any – which best practices your federation wants to follow. Best practices are a set of guidelines, ethics or ideas that represent the most efficient or prudent course of action, important to have as a federation.</p> <p>WT requires also certain provisions to be included in your statutes. Article 3.5 is a mandatory clause to include.</p> <p>WT requires its members to implement the Global Membership system. Clause 3.6 is therefore a mandatory clause to include in your statutes.</p> <p>A WT member cannot be affiliated to or be a member of an international taekwondo organization. In addition, board members of your federation cannot hold a board member position in another WT member organization. Therefore, clause 3.7 is mandatory in your statutes.</p>	<p>Article 3 Statutes, Rules and Codes</p> <p>3.1 The statutes: is the fundamental document upon which the administration of the sport of taekwondo is based with the territory of the federation. These Statutes are intended to be specific enough to achieve complete harmonization on issues where uniformity is required within the territory of the federation.</p> <p>3.2 Competition Rules: all Championships promoted or sanctioned by WTE shall observe the WT Competition Rules and Interpretations (the "Competition Rules").</p> <p>3.3 Anti doping: the federation shall strictly observe the World Anti-Doping Agency ("WADA") Code as prescribed by the IOC, the WT Anti doping rules, the IPC Anti-Doping Code and other anti-doping codes relevant in preserving the intrinsic value of the spirit of the sport.</p> <p>3.4 Best Practices: the federation shall strictly consult with and integrate, if necessary, the best practices and models of the IOC and other International Federations ("IFs") of the Olympic Movement, and other organizations with regard to the administration of the sport of taekwondo.</p> <p>3.5 As a member of World Taekwondo, [MNA NAME] agrees to observe the statutes, bylaws, codes and rules of World Taekwondo. In case of a conflict or dissonance between the [MNA NAME] rules and the World Taekwondo statutes, bylaws, codes and rules the latter shall prevail.</p> <p>3.6 The federation shall implement the World Taekwondo Global Membership System in accordance with the World Taekwondo Global Membership Bylaws.</p> <p>3.7 The federation shall be neither affiliated to any other international taekwondo organization not recognized by WT, nor participate in any taekwondo events organized by such an organization. An (executive) board member of the federation shall not hold another executive board member position concurrently in another federation or member of WT.</p>
	<p>Decide if only the national language is the official language of the federation. Maybe there are other languages in which within your country is being communicated.</p>	<p>Article 4 Languages</p> <p>4.1 Official Language: English is the official language of the federation.</p> <p>4.2 Statutes and Rules: the federation's Statutes and rules and amendments thereto shall be published in the official and the auxiliary languages. In case of a conflict among the different versions, the English language version shall prevail.</p> <p>4.3 Proceedings and etc.: English is the operating language of the General Assembly, Council, and Secretariat. English is the official language for the minutes, correspondence, seminars, trainings and announcements of the federation. Members are responsible for translation of the aforesaid into the language of their country.</p>

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PRINCIPLES	<p>Define the key principles the association will be governed by. WT considers that some of these are mandatory elements.</p> <p>Examples of principles are:</p> <ul style="list-style-type: none"> o Autonomy o Ethics o Non - discrimination o Conflict of interest o Equal opportunity o Fair play o Harassment free sport <p>WT strongly recommends that the other principles list above are included as principles.</p>	<p>Article 5 Principles</p> <p>5.1 The federation shall manage its internal affairs with total independence. It shall ensure that no third party interferes in its governance and operations.</p> <p>5.2 All those working and participating in the federation's activities including players, coaches, technical officials and administrators have a right to compete, work and participate in a harassment free environment. Anyone in the federation who shares in its activities shall perform their duties in an ethical manner.</p> <p>5.3 Members of any decision-making body of the federation shall be independent in their decisions. No one with a personal or business interest in the issue under discussion shall be involved in the decision. It is the individual's responsibility to declare a conflict of interest, and where appropriate remove himself / herself from the room while the decision is under consideration.</p> <p>5.4 The federation and its Members shall not allow any form of discrimination including political, religious, racial or gender discrimination, to affect its decisions and its actions. Anyone in the federation and who shares in its activities in any capacity shall perform their duties in a non-discriminatory manner.</p> <p>5.5 The federation supports equal opportunity for both men and women.</p> <p>5.6 Athletes have the right to compete in taekwondo that is free from doping and free from manipulation, match-fixing and corruption.</p>
GOVERNANCE	<p>What is the governance structure? Decide how the structure should be. Depends on the size (membership numbers) of the organization.</p>	<p>Article 6 Composition</p> <p>6.1 Main Constituents: the main constituents of the federation are the following:</p> <ul style="list-style-type: none"> - the General Assembly (hereinafter from time to time referred to as "the GA"; - the Council (hereinafter from time to time referred to as "the Council"; - the Executive Council; - the President; - the Secretariat. <p>6.2 Secondary Bodies: in addition to its main constituents the federation also encompasses other organizations that have been duly authorized or recognized by the Council and the GA and that operate under the auspices of the federation.</p>
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General Assembly	<p>What is the main decision-making body? Who elects the officials and has also the power to dismiss them?</p> <p>The statutes needs to define the role of the AGM and the business of the AGM.</p> <p>The business can then be used as the standard items of the AGM agenda.</p> <p>The wording can show what is received by the AGM (as a report for the information of the AGM – but not to make a decision).</p>	<p>Article 7 General Assembly</p> <p>7.1 The General Assembly (the "GA") is the general meeting of the Council and representatives of clubs of the federation. The GA is the federation's supreme decision-making organ. Its decisions are final.</p> <p>7.2 Powers: The powers of the GA are the following:</p> <ul style="list-style-type: none"> a. election of Officials; b. approval of formulation, amendments and repeals of the federation bylaws and regulations and Rules on Organization and Operation of International/European Taekwondo championships; c. approval of the financial budget and financial report; d. approval of the operations report and operations projects; f. other matters of importance.

<p>Meeting notices</p>	<p>The statutes need to clearly define the process and time lines for calling a meeting.</p> <p>There must be fair and reasonable time frames in calling meetings.</p> <p>The constitution needs to define how a member can put a proposal on the agenda of a general meeting – or nominate someone for an elected position.</p> <p>There needs to be a process of informing the membership of proposals / nominations received.</p> <p>The process for making amendments to any proposal also needs to be described.</p> <p>The process of nominating a delegate must be clear.</p>	<p>Article 8 Notices</p> <p>8.1 A calling Notice in writing of the date of the General Assembly shall be sent to the Secretaries of all Members [insert time – example - sixty (60) calendar days] before the date of the meeting announcing the date, time and location of the General Assembly. Notices shall be copied to all Members of the federations Council.</p> <p>8.2 The Notice shall provide the deadline to receive proposals for the agenda including proposals from the Executive Committee and nominations for any elections which shall not be less than [insert time – for example - thirty (30) days] before the date of the GA.</p> <p>8.3 Proposals for the AGM agenda shall be sent by Financial Members to the federations Secretary so as to reach the federation no later than the deadline for proposals to the GA.</p> <p>8.4 Financial Members may nominate [two (2)] delegates to the GA, one (1) of whom shall be the Voting Delegate at the GA. Members shall provide the names of the delegates to the Secretary not later than [insert time – for example - five (5) days] before the meeting using the delegate nomination form designed for such purpose. A delegate may represent only one member at the meeting.</p>
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<p>Quorum</p> <p>Representation and voting strenght at GA</p> <p>Proposal on the agenda</p> <p>Method of voting</p>	<p>Define what a quorum is for the GA. What is the voting strength of each member?</p> <p>The role of the chair needs to be clear – does the chair have a vote?</p> <p>How are proposals on the agenda dealt with at the meeting.</p> <p>What is the method of voting? When is a secret ballot necessary?</p>	<p>Article 9 GA procedures</p> <p>9.1 A Quorum shall be not less than [insert a number – for example - one third (1/3)]of Voting Delegates entitled to attend the General Assembly. Each Voting Delegate shall have one (1) vote.</p> <p>9.2 The President shall act as the Chair of all General Assemblies. In the absence of the President, a Vice President shall act as the Chair. In the absence of both the President and Vice President the meeting shall elect a Chair</p> <p>9.3 General Assemblies shall be conducted in conformity with these statutes. The Chair shall have the final decisions on all points of order and matters of procedure of the meeting not covered by the constitution. In case of a tie, the Chairman has the deciding vote.</p> <p>9.4 The Chair shall not have power to rule on matters relating to the substance or content of the proposals themselves without the consent of the meeting.</p> <p>9.5 Before a proposal on the agenda is discussed, the Chair shall give the delegate of the proposing Member the opportunity to talk on the proposal. The proposal shall then be discussed with the Chair providing opportunities for points of view "for the proposal" and points of view "against the proposal" before the Chair puts the proposal to the meeting for a vote and a decision.</p> <p>9.6 Voting for general items on the agenda shall be by a show of hands or proclamation of voice unless the Chair or a Member proposes a secret ballot which is agreed by a [insert time – for example - simple majority] of the Voting Delegates present.</p> <p>9.7 Voting for the election of the Executive Committee and other elections shall be by secret ballot or as otherwise agreed by the meeting.</p>

<p>Special General Assembly</p>	<p>What is the purpose of a Special General Meeting? Generally this is a rather unusual event.</p> <p>An SGM (or Extraordinary General Meeting) is usually called to determine some extraordinary business that cannot wait for the next AGM – or where one major decision needs to be resolved at a special meeting.</p>	<p>Article 10 Special General Assembly</p> <p>10.1 A Special General Meeting (SGA) may be called by the Executive Council or a petition in writing signed by [insert a number – for example - one third (1/3)] of the Members. The petition in writing shall state the one (1) purpose for the Special General meeting being called and shall be signed by the federation's President supporting the proposal.</p> <p>10.2 The calling Notice of a SGA shall be sent to the Members not later than [insert a number – for example - one (1)] month before the date of the meeting]. The Notice shall detail the agenda item to be discussed at the Special General Assembly.</p> <p>10.3 The Chair shall have the power to accept or reject observers such as media or sponsors to General Meetings. Observers shall not have speaking rights.</p> <p>10.4 The calling notice shall give the date, time and venue for the meeting.</p>
<p>Content area</p>	<p>Notes / Questions</p>	<p>Sample wording / clauses</p>
<p>Officials</p>	<p>What is the name of the elected officials that manages the affairs of the federation between meetings?</p> <p>WT statutes require the federations president to be a citizen and resident of the nation or territory that the federation represents.</p>	<p>Article 11 President</p> <p>11.1 President: The GA elects, by secret ballot, a President from among its members for a term of four years. A simple majority is required for election of the President. The duties of the President include the following:</p> <ul style="list-style-type: none"> a. To lead and represent the federation. b. To concurrently lead the GA and the Council as its chairman, and preside over the meetings and other activities. c. To designate official duties to Vice Presidents on an ad-hoc basis for the betterment of the development of the sport of taekwondo and the operations. d. To appoint the chairmen and members of the Committees. <p>11.2 Emergency Measures: in case disputes occur over matters not specified in these Statutes, or matters that require urgent solution during the period between the two General Assemblies, the President may take emergency measures subject to later submission to and approval at the next Council meeting and the GA.</p> <p>11.3 The president of the federation shall be a citizen and resident of the nation or territory that the federation represents.</p> <p>Article 12 Secretary General</p> <p>12.1 The Secretary General shall:</p> <ul style="list-style-type: none"> a. Plan, perform and manage the secretarial affairs regarding organizations and operations and other general affairs related to the Secretariat. b. Submit a report to the Council and GA on the activities of the Secretariat. c. Together with or with the approval of the President, as the case may be, negotiate and sign all contracts between the federation and other organizations or companies. d. Represent the federation together with the president at negotiations concluded on its behalf.

Governing board and its role	Which body is responsible for managing the association? Define its role.	<p>Article 13 Executive Council</p> <p>13.1 The Executive Council (Ex-Co) shall consist of the President, the Vice Presidents, the Secretary General, the Treasurer, the deputy Secretary-Generals and two by the President designated Council Members.</p> <p>13.2 The Ex-Co members shall attend the meetings of the Ex-Co, Council and GA. The President shall chair the Ex-Co meeting.</p> <p>13.3 Ex-Co meetings shall be called by the President at his discretion whenever the President deems necessary but at minimum 2 times a year.</p> <p>13.4 Voting: For voting at Ex-Co Meetings the following shall apply:</p> <p>a. A majority of all Council members shall constitute a quorum for a meeting.</p> <p>b. A simple majority of members present and voting is required for passage of resolutions and other decisions.</p> <p>c. The chairman has the deciding vote in case of a tie.</p>
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	The constitution must detail the responsibilities of the governing board and what powers they have between meetings.	<p>Article 14 Executive Council Responsibilities</p> <p>14.1 The Executive Council shall be responsible for the overall running and management of the federation between General Assemblies.</p> <p>14.2 The Executive Council shall have the responsibility:</p> <p>14.2.1 To implement the decisions of General Assemblies;</p> <p>14.2.2 To uphold and ensure observance of the statutes by Members of the Executive Council and by the membership of the federation;</p> <p>14.2.3 To take necessary steps to achieve the objectives of the federation as detailed in the constitution;</p> <p>14.2.4 To determine guidelines, policies, codes of behavior and other rules which are not under the competent business of the GA as detailed in Article 11;</p> <p>14.2.5 To follow the terms of reference of any of the individual roles prescribed in the Statutes;</p> <p>14.2.6 To decide on matters under dispute;</p> <p>14.2.7 To appoint a Disciplinary Committee which hears and determines disciplinary matters;</p> <p>14.2.8 To appoint any ad - hoc working groups and committees and oversee their work;</p> <p>14.2.9 To receive reports from any ad - hoc committees and working groups;</p> <p>14.2.7 To appoint a Disciplinary Committee which hears and determines disciplinary matters;</p> <p>14.2.8 To appoint any ad - hoc working groups and committees and oversee their work;</p> <p>14.2.9 To receive reports from any ad - hoc committees and working groups.</p>
Executive Council procedures	Some fundamental procedures for the governing board should be detailed in the constitution	<p>Article 15 Executive Committee Procedures</p> <p>15.1 The President and Vice President shall assume the Chair and Deputy Chair of the Executive Committee for meeting purposes.</p> <p>15.2 Attendance of [insert a number – for example - more than half] of the Executive Committee shall form a Quorum for meetings.</p> <p>15.3 The Executive Committee shall meet at least [insert a number – for example - once every two months] with the minutes of the Executive Committee being circulated to the Executive Committee no later than fourteen days (14) after the Executive Committee meeting. Members shall have the right to view the minutes of the Executive Committee upon request.</p>

<p>MEMBERSHIP</p>	<p>This section defines members who can be a member of the federation.</p> <p>Is there only one kind of member? For example – can there an 'associate member' category who has no voting rights?</p>	<p>Article 16 Membership</p> <p>16.1 Members of the federation shall be an affiliated taekwondo club or association or other organisation which have been accepted into the membership of the federation under these statutes.</p> <p>16.2 Only members that have fulfilled their financial obligations are considered as financial members.</p>
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	<p>What are the rights of members?</p>	<p>Article 17 Rights of Members</p> <p>17.1 Financial Members of the federation shall be entitled to privileges including:</p> <p>17.1.1 To be represented at and participate in and vote at General Assemblies;</p> <p>17.1.2 To make proposals to the GA;</p> <p>17.1.3 To nominate candidates for election on to the Executive Council or any other body requiring election by a General Assembly;</p> <p>17.1.4 To enter players into federations sanctioned tournaments;</p> <p>17.1.5 To host federations sanctioned tournaments;</p> <p>17.1.6. To have their players considered for selection to international tournaments, competitions, multi-sport games and national championships.</p> <p>17.1.7 To participate in all activities organised by the federation;;</p> <p>17.1.8 To request for, and subject to the approval of the federation, receive assistance wherever possible from the federation.</p> <p>Non-Financial Members may attend the AGM as observers.</p>
	<p>Detail what the obligations of the members are.</p> <p>Define how the level of subscription is determined. Who decides that?</p> <p>What are the on-going membership requirements?</p> <p>What are the consequences if the member does not pay?</p>	<p>Article 18 Obligations of members</p> <p>The obligations of Members shall include:</p> <p>18.1 To abide by the Statutes of the federation;</p> <p>18.2 To accept and enforce all decisions, resolutions and directions or orders of the federation which are mad in conformity with the statutes of the federation.</p> <p>18.3 To pay the Subscription no later than [insert a deadline – for example - 31 January each year];</p> <p>18.4 To notify the federation in writing of any amendments to the Members' constitution [insert a deadline – for example - no later than one (1) month after the meeting at which amendments were made];</p> <p>18.5 To notify the federation in writing of any changes to the names of elected officials or contact details of the Member of the federation [insert a deadline – for example - within one (1) month of the change];</p> <p>18.6 To provide to the Secretary no later than [insert the deadline – for example - 31 March each year] a signed copy of the audited financial accounts for the year ending [insert a date – for example - 31 December of the previous year];</p> <p>18.7 To provide the Executive Council no later than [insert a date – for example - 31 January each year], a report on the activities of the Member from the previous calendar year.</p>

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Admission to membership	<p>What is the process to become a member?</p> <p>What is the criteria and process to become a member?</p>	<p>Article 19 Admission to Membership</p> <p>19.1 Applications for membership of the federation shall be made in writing and signed by the President or Secretary of the applicant club or association or organisation. The application shall be sent to the Secretary of the federation.</p> <p>19.2 The application shall include the following: - club / association name; - Address of the club / association - Main contact person</p> <p>19.3 The application for membership shall be reviewed by the Executive Committee to ensure that the application complies with the requirements of membership of the federation.</p> <p>19.4 Any application that does not comply with the requirements shall be sent back to the applicant club, association or organisation concerned, and shall be advised of how the application does not comply with the requirements.</p> <p>19.5 All applications that comply with the requirements under the constitution shall be approved by the Executive Committee and reported to the membership.</p>
Retirement, suspension, expulsion	<p>The statutes needs to be clear about the powers and the process.</p> <p>A Member club, association or organization shall cease to be a Member of the federation: How does a member resign?</p>	<p>Article 20 – Cessation of Membership</p> <p>A Member club, association or organization shall cease to be a Member of the federation:</p> <p>20.1 If it is in breach of the Statutes of the federation and a General Assembly by a [insert the voting majority – for example - simple majority] of Votes Cast, decides that such a Member shall cease to be a Member.</p> <p>20.2 If a member gives [insert time – for example - one (1) months Notice] in writing of its withdrawal of its membership of the federation and the federations General assembly accepts this.</p> <p>20.3 If a Member is in arrears with its annual Subscription fee or other sums due to the federation for more than [insert period – for example - six (6) months].</p>
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JUDICIAL PROVISIONS	<p>This is a mandatory element. The constitution must define the role of a disciplinary body and an independent appeals body (independent of the disciplinary body and independent in terms of the particular appeals case content the panel is hearing.</p> <p>Make reference to the judicial rules that are applicable. May the NOC has standard judicial rules applicable for each sport organization. Include the relevant clauses.</p>	<p>Article 21 Disciplinary affairs</p> <p>21.1 The Executive Council or any Disciplinary Committee it appoints shall have the power on behalf of the federation to penalize a Member, player, coach, competition official, or other person for infringement of the federation rules, or for misconduct during competition, or for actions that bring the sport or federation into disrepute</p> <p>21.2 The following penalties may be imposed by the judicial bodies: a) Reprimand; b) Exclusion or suspension; c) Disqualification; d) Ban from competition or from performing a function; e) Removal of ranking points; f) Return of awarded prizes; g) Withdrawal of sanction; h) Fine; i) Any combination of these penalties.</p> <p>21.3 Members of persons dealing with the federation or sharing in its activities recognize and accept the jurisdiction of the federation and shall be compliant with all rules and regulations of the federation.</p>

Dissolution	How can the federation be dissolved? What rules are applicable? What majority is needed to decide? Unanimity, simple majority or a qualified majority?	<p>Article 22 Dissolution</p> <p>22.1 The federation shall not be dissolved except at a Special General Assembly especially convened for the purpose and by a proposal carried by a majority of [insert a number – for example – four fifths] of the Votes Cast.</p> <p>22.2 In the event of such dissolution, any assets in hand shall be divided between the Members in proportion to the subscriptions paid in the year immediately preceding dissolution by each Member.</p>
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Definitions	What words, terms or phrases need to be defined to ensure the meaning is clear? Examples are given on the right.	<p>Article 23. Definitions / Interpretation</p> <ol style="list-style-type: none"> 1. Executive Council – means the body elected by the GA as described in Articles x, xx, xxx and whose responsibilities are described in Article xi. 2. Disciplinary Committee – means the body established by the Executive Council to hear disciplinary cases. 3. Financial Members - means those members that have paid their subscription for the current year and who have no payments to the federation in arrears. 4. General Assembly – means an Annual General Assembly (GA) or a Special General Assembly (SGA) as described in Articles xx and xx. 5. Member – means the clubs, associations and organisations that have been accepted into the membership of the federation under these statutes. 6. Federation/Association - means (insert name of federation/Association). 7. Notice – means formal notification by email, fax or mail. 8. Quorum – means the minimum number of delegates present to make the meeting valid under Article xx. 9. Statutes – means all the federations rules and regulations including the statutes. 10. Subscription – means the annual fee paid by each Member to the federation, the amount of which is determined by the GA. 11. Votes Cast – means votes by a show of hands or valid votes that are submitted in a secret ballot. Blank voting slips, blank pieces of paper and void voting slips shall not be counted as "Votes Cast". Similarly an abstention in a show of hands does not count as a Vote Cast. Voting majorities shall be counted on the basis of Votes Cast. 12. Voting Delegate – means the one delegate nominated by a Financial Member to vote on behalf of the Member at General Assemblies. 13. Voting member – means a voting member as defined under these rules. 14. Words signifying persons in this constitution include corporations and all legal persons including any other entities or bodies whether incorporated or not. 15. Words signifying the masculine gender in these statutes include the feminine and neuter genders and vice versa. 16. Any deadline referred to in this constitution shall mean midnight on the day of the deadline at the location of the federations headquarters.