NORTH WEST TAEKWONDO

CONSTITUTION AND RULES

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1. TITLE

The title of the Organisation shall be the North West TaeKwonDo Association (NWTKD). For the purpose of operation this document will also include North West TaeKwonDo (Sports & Fitness) Ltd.

2. AIMS/OBJECTIVES

The North West TaeKwonDo mission statement is:

To build and inspire students to achieve, growing the base of the association locally and nationally, whilst remaining true to the values of TKD.

The aims and objectives of North West TaeKwonDo shall be:

a. To build and inspire students to achieve, growing the base of the association locally and nationally, whilst remaining true to the values of TKD.
b. To invest in our students.
c. To remain true to the ethos and tenets of TaeKwonDo.

3. INSTRUCTOR MEMBER LEVELS

All Instructors in North West TaeKwonDo shall have the following minimum requirements:

1. Minimum of 18 years of age
2. Must hold at least a 1st degree black belt
3. Have Public Liability insurance to teach through the master NWTKD Policy
4. DBS Enhanced check
5. First Aid Qualification
6. NWTKD Junior Instructors Course
7. Must have Blazer and trousers to act in any official capacity.
8. Agree to the NWTKD Instructor Code of Ethics Policy for Instructors and Coaches
9. Agree to the North West TaeKwonDo (Sports & Fitness) Ltd policies and procedures.

Any Black Belt intending to form a new club must follow the process set out in Appendix E.
Instructors in North West TaeKwonDo shall be defined in the following categories, full details of each category can be found in appendix A:

a. LEVEL 0 - ASSISTANT INSTRUCTOR

Assistant Instructors are fully qualified to teach classes, but do not have their own club. They assist at the other NWTKD clubs and can cover lessons when the normal instructor is not able to attend.

b. LEVEL 1 – AFFILIATE MEMBER INSTRUCTOR

Affiliate Member Instructors are full time instructors who only require NWTKD Affiliation for Advice, Insurance and Black Belt Grading purposes.

c. LEVEL 2 – MINIMUM ASSISTED SERVICE INSTRUCTOR

Minimum Assisted Service Instructors have access to the full syllabus and the Kid's grading criteria and rewards system for children under 11 years.

d. LEVEL 3 – FULLY MANAGED SERVICE INSTRUCTOR

Fully Managed Service Instructors have access to the full syllabus and the Kid's grading criteria and rewards system for children under 11 years. They also have access to the 3-5 years and 5-8 years syllabus. NWTKD centrally manage memberships and communications in a professional approach, allowing the instructor to focus on teaching.

e. LICENCE HOLDERS

LICENCE HOLDERS shall be persons in current membership of a Licence of North West TaeKwonDo. However, all Adult Black Belts of 2nd Degree and above must hold Public Liability insurance to teach through the master NWTKD Policy, this is to allow for contingency in emergency situations.

4. NWTKD INSTRUCTOR COMMUNICATION

a. Instructor Communications Strategy:

1) All instructors within NWTKD should have a clear and well understood means of communication.

2) The communications channels should be documented and agreed by the governance model.

3) Where possible conversations that have an impact on the wider group or association should be transparent.

4) Private conversations/chats may take place where required on an encrypted and secure channel, such as Signal, based on the good judgement of the individual instructor.

5) Instructors should carefully think through the implications and impacts of any communications in advance.

6) Instructors should be content that if this information was publicly exposed, that they or the association should not suffer any negative or reputational impact.

7) Instructors will agree this by signing the Instructor Code of Conduct.

b. Communication Methods:

1) The Chief Instructor will formally communicate official news/changes or relevant information via email on a monthly/quarterly/annual basis.

2) Signal shall be the means by which instructors communicate informally.

3) There is a Signal Instructors messaging group, on which all instructors can discuss none essential and none confidential items. i.e. can you advise me on this subject, or can someone help cover my class in two weeks?

3) That the messaging group should be encrypted and secure to ensure no data leaks to third parties. Signal has been chosen for this reason.

4) That items needing fuller discussion should be raised to the Chief Instructor, via email from instructors if none time critical.

5) Time critical issues should be directed to the Chief Instructor as quickly as possible, by either Signal message or phone call. i.e. issues that affect the reputation, safety or smooth running of the association.

6) Feedback both positive and negative should be raised by all stakeholders and fed back formally.

7) Changes and recommendations should be raised for discussion at the BBBC.

5. ORGANISATION – BLACK BELT BOARD OF CONTROL

North West TaeKwonDo shall be ran by the Black Belt Board of Control (Hereinafter BBBC).

a. Constituents, Voting & Quorum of the BBBC

i. The BBBC of the North West TaeKwonDo will consist of:

- The Chief Instructor and Chair
- The Secretary General
- Child Development Officer
- Regional Lead Instructors

Any other Black Belt or Instructor shall have no voting rights and shall not be entitled in that capacity to attend Black Belt Board of Control meetings. Unless voted onto the Black Belt Board of Control any member or instructor does not get voting rights regardless of grade.

Black Belt meetings should be held quarterly for the dissemination and communication of business as usual news and activities. All recognised Instructors will be invited to these meetings with others at the Associations discretion.

Members of the BBBC shall meet the requirements as set out in Appendix B.

ii. BBBC Roles and Responsibilities (Appendix C)

iii. A Quorum for a meeting of the BBBC shall be fifty percent of the Full Members.

iv. Voting on the BBBC will be by simple majority of the Full Members present. Each of the members will be entitled to exercise a vote at meetings of the BBBC and, in the event of a tie, the Chief Instructor and Chair shall have a second and casting vote. Proxy votes are disallowed.

v. The BBBC will meet a minimum of three times per annum.

b. Powers and Duties of the BBBC

i. Electing and dismissing members of the BBBC.

ii. Deciding the North West TaeKwonDo's general policies to be followed, and debating other issues of concern to the membership.

iii. Interpreting and amending the North West TaeKwonDo's Constitution and objects at its discretion.

iv. Terminating memberships to the North West TaeKwonDo of individual licence holder.

v. Dissolving North West TaeKwonDo.

vi. Appointing Sub-Committees of the BBBC and ratifying the actions, decisions and recommendations of any Sub-Committee set up by the BBBC to include a detailed task and finish procedures and deadlines.

6. REPRESENTATION, RESIGNATION AND TERMINATION OF MEMBERSHIP

a. Representation

i. Board Members must inform the Secretary General of Apologies if unable to attend a BBBC meeting. These apologies should also contain the wording of "In absence accept the meeting minutes actions".

b. Resignation and Termination of Membership

i. Any member of the North West TaeKwonDo BBBC may terminate its' membership upon giving three months prior notice in writing to the Secretary General.

Upon expiration of the period of such notice, the membership to the NWTKD of such member shall cease without prejudice.

ii. The BBBC may, by a resolution passed by a two thirds majority of its Members present and voting at a BBBC meeting convened as hereafter provided, suspend the membership of the Individual Licence Holder with effect from the date decided in such resolution.

Upon such date, the suspended member will have 14 days to appeal the Suspension. On receipt of any appeal the BBBC will appoint a representative to adjudicate the case. The decision of the representative will be final, should the decision support the suspension membership to NWTKD of such member shall cease without prejudice to any claims at the said date of termination, by the North West TaeKwonDo against such party.

7. ADMINISTRATION

a. The BBBC will meet for the dispatch of business to include implementation of the NWTKD Ltd Strategy, adjourn and otherwise regulate their meetings in accordance with the Standing Orders for Meetings and Rules for Debate as appended to this Constitution.

b. Meetings of the BBBC and the Committee will be minuted with the minutes kept and properly preserved by the Secretary General or a nominated person. The said minutes will be circulated and be kept available at all reasonable times for inspection by Members of NWTKD.

c. The BBBC shall meet on notice from the Secretary General as hereinafter provided, at the request of the Chair or any two Members of the BBBC.

d. The Secretary or a nominated person shall send by Email, a written notice and agenda of, and for, every meeting of the BBBC, to the last email address nominated to the Secretary General for the sending of such notices by the Members. Such notice and agenda shall state the general particulars of the business to be transacted at the meeting, and shall be sent at least seven clear days beforehand. Non receipt of such notice by a Member or its representatives shall not invalidate a meeting.

e. The Chair of a meeting may, subject to the approval of that meeting, invite any persons, whether or not they are representatives of the BBBC, to be present at, or to address a meeting of North West TaeKwonDo.

f. The Chair for any meeting of North West TaeKwonDo or Committee shall be the Chief Instructor of the North West TaeKwonDo. They may nominate an alternative Chair if they will be absent.

8. TERMS OF REFERENCE

a. The BBBC will sit at least three times a year.

b. The business of the BBBC shall include:

i) Outstanding Actions from previous meetings.
ii) Changes to improve or adjust the association direction/policy or processes.
iii) Manage or discuss issues/complaints or other matters relating to the professional running of the association.
iv) Discuss the direction, growth and aims of the association inclusive of opening new clubs.
v) Grading Examinations, Competitions and Public persona.
vi) Make decisions & communicate outcomes.
vii) AOB.

9. VETO

a. A BBBC Member may veto discussions on a topic considered at a meeting of the BBBC, if he feels inadequately briefed to decide on the topic. The vetoed topic shall be reinstated at the meeting following the meeting at which the topic was vetoed. In this subsequent meeting, no further veto on the previously vetoed discussion may be exercised.

b. A veto may not be used on a motion, the terms of which have been properly notified in the agenda for that meeting.

10. GENERAL

a. Auditors used by the North West TaeKwonDo shall be Incorporated or Chartered Accountants.

b. The Financial Year of the North West TaeKwonDo shall run from the 1st August to 31st July inclusive.

c. Any alterations and amendments to this Constitution and Rules, or a resolution for the dissolution of the North West TaeKwonDo must be notified in writing to all Officers and Members at least fourteen clear days before the scheduled date of the meeting at which such will be tabled. Such alterations or amendments to the Constitution and Rules, or resolution for the dissolution of the North West TaeKwonDo shall require a two-thirds majority of the BBBC Membership at the annual General Meeting, or a two thirds majority of a BBBC meeting convened for that purpose.

d. If upon the dissolution of North West TaeKwonDo there remain, after satisfaction of all its debts and liabilities, any funds or other assets, shall be distributed to North West TaeKwonDo (Sport & Fitness) Ltd shareholders in proportion to shares held.

e. The masculine shall include the feminine in this Constitution and Rules.

f. The Interpretation Act of 1978 shall apply to this Constitution and Rules.

g. Standing Orders and Procedures as laid out in Appendix D of this Constitution should at all times be considered in conjunction with appropriate sections of North West TaeKwonDo's Constitution and Rules. No ruling or interpretation may be made from these Standing Orders or Procedures that would in any way be contrary to the North West TaeKwonDo's Constitution and Rules or the principles contained therein.

Appendix A – North West TaeKwonDo Instructor Levels

Instructor Level	Type	Type	What does this mean?	Recommendation	Proposed future cost (TBC)	Issues & Benefits/Comment
0	Assistant Instructor	Does not run own club, but assists covering other NWTKD clubs	**Do not have the responsibility of own club**	N/A	Can be reimbursed by Club Instructor as agreed set out by NWTKD	Can count towards Black Belt Leadership Scheme points
1	Affiliate Member Instructor	Advice on what to do, not how to do it	**DO IT ALL YOURSELF.** Do all administration yourself. (Affiliate Member).	Not Recommended (unless Full time Dojang)	Grading finance model	Inconsistent and only useful if full time profession.
2	Minimum Assisted Service Instructor (SPOF Instructor)	Minimum Assisted Service (SPOF Instructor)	**MINIMUM Support** Main Syllabus & integration, direct control with Instructor, main admin done centrally. Merchandise as level 3.	Access to kid's awards and overheads of this paid for.	10 % of teaching fee's once established **25% actual support**	**No 3-5 or 5-7 years model.** Access to Kids syllabus. Adverts created but instructor posts and manages etc.
3	Fully Managed Service Instructor (Teach only)	Fully Managed Service (Teach only)	**MOST Support with least commitment.** -All admin -All merchandise -All overheads, websites, Facebook -All finances -All adverts and bookings	Run club with minimum impact to instructors' life. Franchise model.	20 % of teaching fee's. **66% actual support.**	Teach with no other overheads to manage.

Appendix B – Black Belt Board of Control Terms of Reference

Black Belt Board of Control Membership Requirements

Members of the BBBC must meet the following requirements:

- Black Belt Instructor 3rd Degree minimum - preferred 4th Degree.
- Active Instructor with class membership exceeding 50 students.
- Member of NWTKD.
- Maximum number on board currently set to five and not less than three.
- Exceptions to representation based on association size currently permitted.
- All members must be voted in by current board.

N.B. Just because an Instructor meets the top three criteria does not automatically become a member of the Board.

Black Belt Board of Control Aims

- Establishing vision, mission and values.
- Setting strategy and structure.
- Delegating to management.
- Organisational oversight
- For dispute resolutions the Chief Instructor's decision will be final.

Appendix C – Black Belt Board of Control Roles and Responsibilities

Office Title:	CHIEF INSTRUCTOR AND CHAIR
Term of Office:	4 YEARS
Job Description:	The Chief Instructor and Chair has three main elements to his/her remit as follows: • Setting the managerial direction of the organisation. • Planning and running meetings. • Acting as spokesperson/figurehead. In addition The Chief Instructor and Chair will be expected to be:- Proactive in Marketing Regular Communication with all Members Approachable with Neutral Unbiased reviews Appoint Sub Committees

Office Title:	SECRETARY GENERAL
Term of Office:	4 Years
Job Description:	The Secretary's main responsibilities are: • Supporting / leads the administration of the organisation • Facilitating and supporting committee meetings

Office Title:	CHILD DEVELOPMENT OFFICER
Term of Office:	4 Years
Job Description:	The Child Development Officer's main responsibilities are: • Ensuring Child students are getting the progress and support they need. • Ensuring Instructors follow the correct Child's syllabus. • Ensuring Instructors are suitably trained and qualified

Office Title:	REGIONAL LEAD INSTRUCTORS
Term of Office:	4 Years
Job Description:	The REGIONAL LEAD INSTRUCTOR's main responsibilities are: • Supporting / leads the administration of the organisation. • Facilitating and supporting committee meetings. • Act as point of contact for Regional Issues.

APPENDIX D

1. STANDING ORDERS FOR MEETINGS

a) If the Chair is not present after the time appointed for the commencement of the meeting, the Chair shall be taken by a person elected by those present and entitled to vote at the meeting by a simple majority.

b) The Chair of the meeting shall conduct the meeting in accordance with these Standing Orders and Rules of Debate, and subject thereto, his ruling on any matter of procedure shall be final.

c) No Member shall be entitled to hold the proxy of any other Member or Officer.

d) The Chair of the meeting shall ensure that all who vote are entitled to do so.

e) Except as otherwise provided for in the Rules, in the case of an election or motion put, the candidate, or candidates, or motion, receiving the greater number of votes cast, shall be declared elected, or adopted. An abstention shall not count as a vote cast.

f) It shall be the duty of Members to ensure that their views are represented on the BBBC.

g) These Standing Orders and Rules of Debate, or any of them, may be suspended in whole, or in part, for the whole, or any part of a meeting by a resolution carried by two thirds of those present and entitled to vote at a meeting of the BBBC.

2. RULES OF DEBATE

a) Any person entitled to be present and wishing to speak at a BBBC Meeting of the North West TaeKwonDo shall address the Chair of the meeting. If more than one person wishes to speak, the Chair shall decide the order of speakers.

b) Any motion, unless the terms are set out in the agenda circulated prior to the meeting shall, if required, be put in writing before the vote is taken.

c) A motion shall not be debated until it has been seconded.

d) Any amendment proposed to a motion must be relevant and not be a direct negative. It shall not be debated until seconded.

e) When an amendment has been moved and seconded, no further amendment may be moved until it has been disposed of. However, notice of intention to move a subsequent amendment may be given, without comment, except the general nature of the amendment, during the course of the debate.

f) The proposer of a motion, with the consent of a seconder, may signify that he is willing to accept an amendment.

g) Any motion or amendment, having been proposed and seconded, may only be withdrawn by consent of the meeting.

h) Any person entitled to be present at the meeting and entitled to vote may, at the conclusion of the speech of another person, move without comment:

i) That the question may now be put.

ii) That the debate be now adjourned to the next meeting.

iii) That the meeting proceeds to the next business.

iv) That a time limit be imposed on the debate of the question.

i) If the motion is seconded, the Chair shall at once put it to the meeting. If passed, the meeting shall proceed accordingly.

j) If a motion under paragraph (h) or (i) is lost, it is within the Chair's discretion whether or not he will accept a further motion under paragraph (h) during the course of the same debate. Subject to paragraph (i) and this paragraph, the Chair shall decide when the vote is to be taken.

k) Any person entitled to be present at the meeting and entitled to vote, may seek the Chair's ruling on a point of order at any time during the meeting, and this shall be disposed of, before debate is resumed or further business introduced.

l) The report of any Committee or Sub-Committee may be discussed informally, but the Chair may at his discretion, ask for a motion that it be "received", "approved", "rejected" or "referred back". The Rules of Debate shall be applied to any such resolutions.

m) These Rules of Debate or any part of them may be suspended in whole or in part, for the whole or any part of a meeting on a resolution agreed to by a majority of those voting at a meeting of the BBBC.

APPENDIX E –NEW CLUB PROCESS (INCLUSIVE OF TAKING OVER EXSITING CLUBS)

If a Black Belt is proposing starting a new club or taking over an existing club then the following factors must be adhered to:

- Must not impact existing club catchment areas.
- Can be set up to support other Instructors.
- Will be run through the organisation as normal, consider which Instructor Level to use.
- Must meet Instructor Criteria before starting.

The association carries all financial risk for instructors unless you are an Affiliate Member Instructor.

The association carries out all financial administration in a professional capacity.

Any Instructor/new club will be subject to a twelve month trial period. During this time, their behaviour will be monitored to both support and develop them. Whilst the NWTKD policies and procedures may be enforced, the BBBC will review any decisions against the situation and personal development of the Instructor. Negative or poor behaviour may result in the Instructor not being able to continue in the role after the twelve month trial period.

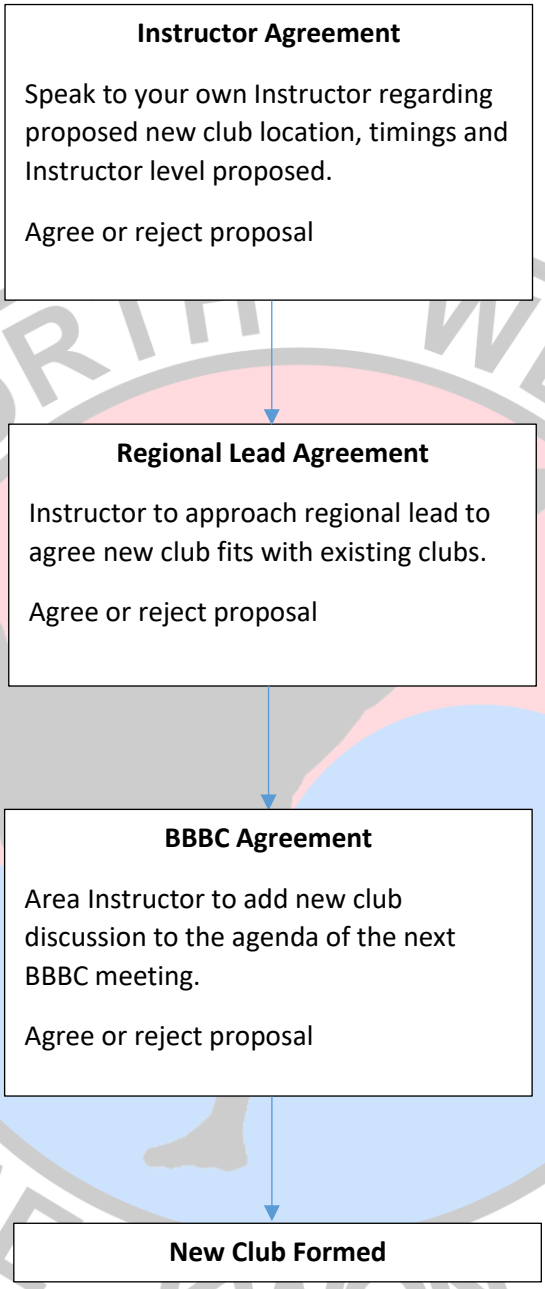
The club is run as a going concern. The club needs to show a profit and loss accordingly to ensure that end of year accounts submitted to HMRC relate correctly.

The finances of a club are wholly associated with the club and not the individual. Meaning that if ever the principle instructor is changed the finances remain with the club.

As with any other ongoing professional endeavour any debt or profit sits with the club and will be transferred to the associated principle instructor. NWTKD has no responsibility for this profit or loss.

You will not be charged for any of our services whilst the club is not in profit. This creates a symbiotic relationship where both the Instructor and NWTKD are working together with the single aim to grow the club.

There are some direct costs which are associated with the club, which will therefore be billed to the club, such as websites hosting, advertising etc. These are all explained on your monthly remittance advice statement.

N.B. With approval of the Chief Instructor a Principle Instructor for a club can agree to pay an Assistant Instructor to teach. This does not apply to occasional cover for sickness/holidays etc. Where the association and/or instructors should work for the benefit of student development. The nature of this agreement must be that it is that of on an ongoing basis or directly beneficial to the association.

The following approval process must be followed: