

**CONSTITUTION**

**OF THE**

**MALTA TAEKWONDO FEDERATION**

Affiliated to:

Maltese Olympic Committee  
European Taekwondo Union  
World Taekwondo Federation

## Rules and Regulations

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Enacted: Aug 1994

Amended: 26 Dec 1996

Amended: Dec 1998

Amended: 13 Dec 1999

Amended: 13 Nov 2005

Amended: 14 Jan 2007

Amended: 13 Jan 2008

Amended: 25 January 2009

# MALTA TAE KWON DO FEDERATION CONSTITUTION

## Article 1: Name and Objectives

1. The Federation shall be called the Malta Tae Kwon Do Federation, hereinafter referred to as the MTF.
2. The objects of organizing the Federation include the following:
  - a. To propagate, standardize and develop Tae Kwon Do in Malta both as a self-defence Martial Art as well as a competitive sport;
  - b. To ensure that the practice of the Art involves physical conditioning as well as personality development based on principles such as courtesy, integrity, perseverance, self-control and an indomitable spirit.
3. Ensure the observance of the 'Olympic Charter' and shall be bound by the rules and regulations of the Maltese Olympic Committee - MOC and the World Tae Kwon Do Federation – WTF. No provision within this Constitution shall be deemed to conflict with or derogate there from.
4. The MTF's emblem is the exclusive property of the Malta Tae Kwon Do Federation. The emblem cannot be used without the permission of the MTF's Executive Council. The usage of the emblem must concise precisely within the design standards issued such as:
  - Colour scheme
  - Size
  - Positioning

## Article 2: Operations

1. To attain the objects of Article 1, the MTF shall conduct the following operations:
  - a. Regular Tae Kwon Do championships;
  - b. Regular Tae Kwon Do demonstrations and exhibitions;
  - c. Concerned effort to provide practitioners with regular coaching visits by foreign experts whose expertise is not found within the local practitioners;
  - d. Concerned effort to participate in international championships organised by the World Tae Kwon Do Federation;

- e. Concerned effort to assist practitioners to participate in international seminars or training courses;
  - f. Concerned effort to assist practitioners in seeking to train abroad whenever this is necessary;
  - g. Other operations necessary to attain the objects of Article 1.
2. Tae Kwon Do championships as well as demonstrations shall be held at least once a year that is at least one (1) National Championships in Kyorugi and one (1) in Poomsae.
  3. The MTF shall hold annually a Tae Kwon Do day during the month of September or October where during such event shall promote its product.
  4. The MTF shall hold the Tae Kwon Do Awards during which nominated members will be given tribute for their special achievements achieved throughout the previous year. Such tributes shall be as follows:
    - a. National Champion
    - b. International Champion
    - c. Good act
    - d. Success in special courses (foreign/abroad)
    - e. Heroism

For this purpose the MTF shall appoint a commission who's members will be responsible for such task and these members must not form part of the executive committee.

### **Article 3: Registered Address and Official Language**

1. The registered address of the MTF shall be at Malta Taekwondo Federation, P.O.Box 20, Valletta, CMR 1000, Malta, Europe, or at any other address as the Executive Council may from time to time decides.
2. The official language of the MTF shall be Maltese and English.
3. In case of disagreement over interpretation or translation, the English version shall prevail. In case of disagreement over interpretation of technical matters of Tae Kwon Do, the Korean original version shall prevail.

### **Article 4: Organisation and Membership**

1. The MTF membership shall consist of Taekwondo clubs functioning within the national boundaries of Malta, preferably not in the same locality.
2. Admittance into the MTF shall require the approval of the Executive Council and the General Assembly of the MTF. Any club applying for its membership shall be treated as a provisional member without voting right until the admittance is approved.

3. All affiliated member clubs must adapt their rules so as not to conflict with those of the MTF. The statute of each member club shall be approved by the Executive Council of the MTF.

4. All the member clubs shall be equal before the constitution but their representation in General Meeting shall be directly proportional to the number of members in respect of whom each club pays its membership fee.

5. On annual basis, all official clubs must submit their statute one (1) month prior the MTF's Annual General Meeting highlighting any changes carried out.

### **Article 5: Membership Fee**

1. Every club affiliated with the MTF shall pay as follows:

Under 16 years of age            €15\*

Over 16 years of age            €27\*

\*With effect from 2010

For each and every practitioner whom such club represents on a federal level. Such fee is payable annually.

2. Failure to pay membership fee will suspend membership and qualification to participate in all meetings. In case a member defers payment of the fee for more than six (6) months, the MTF Secretariat shall call on the member for payment by note. In case the member defers for another six (6) months, its membership shall be cancelled. With the payment of the arrearage the deprived membership may be restored, with the majority approval of the Executive Council.

### **Article 5A: Grading Examinations**

All official clubs must inform the Technical Director about their grading examinations at least two (2) weeks prior the grading date. The official grading examination form/s together with the relative fee must reach the Treasurer within a period of two (2) weeks from the date of grading. Application form/s will then be forwarded to the Technical Director for archiving.

The official clubs must produce a master sheet with the following data to the Technical Director and copied to the General Secretary:

Name; Surname; Rank and Date of Grading.

Grading fees up to Black Tab (1<sup>st</sup> Kup) is EUR 15.

The technical committee may appoint any of its members to be present at any grading examinations held. The technical committee reserves the right to do this without prior notice.

## **Article 6: Finance**

1. The MTF shall be financed by the following incomes:
  - a. Membership fees
  - b. Grading fees
  - c. Operations income
  - d. Donations and Sponsors  
Provided that sponsorships derived from organisations that manufacture, market or otherwise promote alcohol and tobacco products shall not be accepted.
  - e. Other income
2. The financial year of the MTF will be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **Article 7: General Assembly**

1. General Assembly Meeting shall be during January following end of financial year. Provided election of officials shall only take place every three (3) years.
2. The duties of the General Assembly shall include:
  - a. Election of officials;
  - b. Approval of any proposed amendments to the constitution;
  - c. Approval of the financial budget and financial report;
  - d. Approval of the operations report and operations projects;
  - e. Discussion of proposals submitted by any of the members;
  - f. General plan of operations for the coming year;
  - g. Other matters of importance.
3. Each member club may dispatch an extra representative to the General Assembly Meeting but only the voting representatives shall vote and speak. All representatives shall present their credentials with formal signature to the secretariat.
4. A club of ten (10) but not more than nineteen (19) members shall be represented by two (2) representatives.

A club of twenty (20) but not more than twenty nine (29) members shall be represented by three (3) representatives.

A club of thirty (30) but not more than thirty nine (39) members shall be represented by four (4) representatives.

A club of forty (40) or more members shall be represented by five (5) representatives.

5. The minutes shall be distributed to the Officials of the Executive Council and the clubs' head Instructors by not later than 2 months after the General Assembly Meeting.

6. The General Assembly shall be comprised of the representatives of each member club.

Provided all the officials of the Executive Council shall be present and they shall participate in the General Assembly meeting.

Provided further that the President and the Secretary General shall have no vote in respect of the elections of the MTF Officials constituting the Executive Council.

7. The representatives shall vote and speak. All representatives shall present their credentials with formal signature to the Secretariat at least forty eight (48) hours before the meeting.

8. Officials of the Executive Council shall not be delegated at the General Assembly Meeting as representatives of each member club delegation.

9. Members of the Executive Council or the representatives of the member clubs who cannot attend the General Assembly may appoint a proxy with written approval.

10. A quorum for the conduct of the General Assembly meeting, the Executive Council meeting and other MTF meetings shall consist of not less than 51% of all members that comprise the meeting.

11. A simple majority of members present and voting is required for passage of resolutions and other decisions.

12. The President has the deciding vote in case of a tie.

13. Nominations for the purpose of the elections of Officials constituting the Executive Council shall be submitted to the MTF Secretary General at least fifteen (15) days prior the General Assembly Meeting.

a. Nominations shall include curriculum vitae.

b. Elections shall take place by secret ballot.

14. For the purposes of and in so far as the election of the MTF officials is concerned the General Assembly shall be chaired by any member of the General Assembly elected by the General Assembly itself and who shall not be contesting the said elections.

15. The General Assembly shall appoint two examiners from its members to examine and report on the books of account and statements presented by the treasurer at the General Meeting.

## **Article 8: Extraordinary General Assembly Meeting**

1. An Extraordinary General Assembly meeting shall be summoned whenever deemed necessary by the President.
2. The President shall summon the Extraordinary General meeting at the request of more than 1/3 of the member clubs with clear reasons for the summons.
3. The date, time, place and agenda of the Extraordinary General Assembly meeting shall be designated by the President.
4. Matters that are not included in the written agenda of the meeting shall not be deliberated.

## **Article 8A: Meetings**

1. The MTF executive committee shall meet at least once a month.
2. The MTF shall hold at least one (1) council meeting with the official clubs' representatives at least once every three (3) months (quarterly) on the last Sunday of the 3<sup>rd</sup> month. The objectives of these meetings are:
  - a. Feedback
  - b. Updates
  - c. Suggestions
  - d. Enhance communication
3. Each club shall submit not more than two (2) representatives. Names have to be forwarded to the Secretary at least two (2) days before the meeting.

## **Article 9: Officials**

1. The following officials shall be incepted at the MTF:
  - a. One President
  - b. One Vice-President
  - c. One Secretary-General
  - d. One Treasurer
  - e. One Public Relations Officer
  - f. Two Executive Council members
2. The President and the Secretary are to be Maltese National.
3. The officials shall be elected as individuals and not as representatives of member clubs. Accordingly in case a member resigns, the post shall not necessarily be filled by another individual of the same club. By-election for officials shall be held in the Executive Council meeting. The term of office for the newly elected will be the remaining period of his/her predecessor.
4. Officials are eligible for re-election.

5. The term of office of officials is three (3) years.
6. The term of office for the officials shall be extended automatically until the election of officials for the next term is completed.

#### **Article 10: The President**

1. The duties of the President:
  - a. The President shall lead and represent the MTF as the chief executive official;
  - b. The President shall concurrently lead the Executive Council as its chairman.
2. a. The Vice-President shall assist the President. In case the President finds himself unable to accomplish his duty, the Vice-President shall act as his proxy.
  - b. The Vice-President shall concurrently be included in the Executive Council as the Vice Chairman.

#### **Article 11: Secretary-General**

1. The Secretary-General shall plan, perform and manage Secretariat affairs regarding the organisation and operations of the MTF and other general affairs.
2. The Secretary-General shall submit a report to the General Assembly on the activities of the Secretariat.

#### **Article 12: The Treasurer**

1. The treasurer shall control the financial situation of the Federation. He/She shall be responsible for the collecting of all income due to the MTF.
2. The Treasurer shall submit a quarterly report to the Executive Council or the President and he/she shall also submit an annual financial report to the General Assembly.

#### **Article 13: The Public Relations Officer**

1. The Public Relations Officer shall advertise, publish or otherwise inform the general public of any activities or operations conducted by the MTF.
2. The Public Relations Officer shall collect all letter received at the Federation's P.O. Box and after consulting the president he/she respond thereto.

#### **Article 14. Executive Council**

1. The Executive Council shall consist of the officials enlisted in article 9.1.
2. The Executive Council member who fails to attend two consecutive meetings without providing proper reason shall cease to be a Council member.
3. The Executive Council shall decide upon:
  - a. Planning and management of the MTF organization and operations.
  - b. Financial budget and financial reports.
  - c. Proposed amendment of the constitution.
  - d. Formulation of drafts and amendments and repeal of the constitution, rules, regulations and by-laws.
  - e. Agenda of the General Assembly meeting.
  - f. Matters referred to the Executive Council from the General Assembly meeting.
  - g. Social activities.
  - h. Other matters under its responsibility laid down by the constitution.
4. The Executive Council may refer matters under its responsibility to the President.
5. The Executive Council meeting shall be summoned by the President before and after the opening of the General Assembly or Extraordinary General Assembly meeting.

However, the President may summon the Executive Council meeting whenever it is deemed necessary.

6. In case matters occur that require urgent resolution of the Executive Council, the President may put them on the ballot paper without summoning the Executive Council meeting.

#### **Article 15: Duty of the Executive Council members**

1. The Executive Council members shall attend the General Assembly meeting and decide the matters mentioned in article 14.
2. The Executive Council members shall conduct any operation entrusted to them by the President or Executive Council.

#### **Article 16: Consultative Committees and the Technical Board**

1. The Executive Council may appoint Consultative Committees to assist in its work, such as the following committees:

- a. Public-Information Committee
- b. Financial Committee
- c. Social Activities Committee
- d. Women's Committee

2. Each Committee shall consist of a Chairman and a number of members to be determined and appointed by the Executive Council.

3. The Chairman of each Committee shall summon the Committee meeting when the President or the Executive Council requests its consultation.

The Committee shall study, make research or conduct any matters requested, and shall report the results to the President or the Executive Council.

4. The Executive Council or the President may entrust execution of the matters under its or his responsibility with the Consultative Committee.

5. The Public Information Committee and the Financial Committee shall act according to the directions of the Public Relations Officer and the Treasurer respectively. Such officers may chair such committees.

6. The Technical Board shall be composed of the three (3) most senior Taekwondo practitioners within the MTF. Seniority shall be determined in accordance with the WTF/Kukkiwon martial art rules of seniority primarily based on the level of Dan Black Belt held. The most senior of the three (3) shall be the Chairman of this Board who shall also act as the MTF's Head Instructor.

6.1. Board's duties shall include the proper maintaining of a technical syllabus, the proper conducting of technical grading examinations in accordance with the WTF/Kukkiwon rules, and that the level of Tae Kwon Do practice within the respective clubs is up to standard and in accordance with the WTF/Kukkiwon guidelines.

6.2. All technical decisions shall be taken by the Technical Board. Any act done by the MTF or its officials in connection with technical matters, such as issuing Technical Grading Certificates and applying for WTF/Kukkiwon Poom or Dan Certificates shall be done under the direction and with the consent of the Technical Board.

6.3. Any member of the Technical Board may be removed from the Board on the ground of being inactive in Taekwondo practice for a period exceeding one (1) year or on the ground of proved misbehaviour. Such a decision requires no less than two-thirds of the voting members in an MTF General Meeting. Should such removal ensue, the next senior Taekwondo practitioner within the MTF will be automatically included within the Technical Board.

### **Article 17: Amendment of the Constitution**

1. The amendment of the constitution of the MTF shall be proposed with the resolution of the executive Council or by the approval of more than 1/3 of the total member clubs.
2. The proposed amendment shall pass by a 2/3 majority vote of the clubs' representatives comprising the General Assembly.

### **Article 18: President's Emergency Measures**

In case disputes occur over matters not specified in the constitution, or the matters require urgent solution during the period between two (2) General Assembly meetings, the President may take emergency measures subject to later submission to, and approval by, the next Executive Council and General Assembly meetings.

### **Article 19: Sanctions**

1. The MTF shall impose sanctions against offences as follows:
  - a. Warning
  - b. Rebuke
  - c. Punishment with a fine
  - d. Suspension of membership
  - e. Expulsion
2. The Executive Council of the MTF shall impose the aforementioned sanctions against member clubs and/or practitioners thereof in case of violation of MTF regulations.

### **Article 20: Representation**

Judicial and contractual representation of the MTF shall vest in the President and the Secretary-General conjointly.

### **Article 21: Dissolution**

1. The dissolution of the MTF can only be decided upon at the General Assembly by the unanimous resolution of all the members that comprise the General Assembly meeting.
2. Exclusive right over the use of any funds or properties belonging to the MTF shall be given by the General Assembly that have reached the resolution for the dissolution.

## **Article 22: Code of Conduct**

### **Behaviour of Practitioners**

1. Practitioners shall abide by the rules and regulations that emanate from the Federal Constitution, the Federal Executive Council and other rules and regulations adopted by the respective club to which the practitioners belong.
2. Practitioners shall abide by and enforce the decisions of the Federal Executive Council.
3. Practitioners shall respect each other, the Technical Director, the Federal Officials, the Federation, and the Art itself.
4. The Federal Executive Council shall sanction offences in accordance with article 19 of the Federal Constitution.

### **Offences of Practitioners**

1. Failing to behave in a disciplined way or to follow rules of etiquette, which are deemed to form part of the art itself.
2. Disobeying the orders or directions of the instructor or technical director during TKD practice of any kind.
3. Using excessive contact in sparring or any other related exercise without the authorisation of the instructor or technical director.
4. Intentionally violating the rules of sparring.
5. Failing to abide by the rules and regulations that emanate from the Federal Constitution, the Federal Executive Council or the respective club to which the practitioner belongs. Provided the rules and regulations of clubs are approved by the Federal Council.
6. Failing to obey and/or enforce the decisions of the Federal Executive Council.
7. Speaking badly and/or with a malicious intention against any Federal Official, Technical Director, the Federation or the Art itself.
8. Doing any act which may hinder the proper functioning of the Federation.
9. Using the art outside the dojang in an inappropriate or abusive manner.