

BYLAWS OF THE ALBERTA TAEKWONDO ASSOCIATION

1) ARTICLE 1 – NAME

- a) The name of this Society shall be THE ALBERTA TAEKWONDO ASSOCIATION

2) ARTICLE 2 – DEFINITIONS

- a) In these Bylaws, unless the context otherwise requires;
 - i) A word used in the masculine gender also applies in the feminine, and vice versa;
 - ii) A word used in the singular may also apply in the plural, and, vice versa;
 - iii) "Day" means calendar day;
 - iv) "Month" means calendar month;
 - v) "Year" means calendar year;
 - vi) "Society" means THE ALBERTA TAEKWONDO ASSOCIATION;
 - vii) "Administrative Powers" means the power to conduct the day to day operations of the Society in accordance with the Societies Act, the Bylaws of the Society, and the Policies and Procedures of the Society;
 - viii) "Black Belt" shall mean an individual who has attained at least the 1st Dan/Poom from the Kukkiwon;
 - ix) "Board of Directors" means the Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, Secretary-General, Treasurer, and the Directors;
 - x) "Color Belt" - shall mean a Taekwondo student who has attained a belt level below 1st Dan/Poom, and shall also refer to those recognized colors for belts by the Society,
 - xi) "Dan" - shall mean degree of black belt certified by the Kukkiwon for individuals of an age as specified by the Kukkiwon;
 - xii) "Director" means an individual elected or appointed to one of the Director positions as specified in these Bylaws;
 - xiii) "Do-Jang" - shall mean, singularly and collectively, a school, club, or other organization, formal or otherwise, actively involved in teaching and training students and competitive athletes in the W.T.F. style of Taekwondo, and which is designated a Constituent or an Associate Do-Jang member of the Society pursuant to these Bylaws;
 - xiv) "Ex-officio" means by virtue of office;
 - xv) "Executive Board" means the Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, Secretary-General, Treasurer;
 - xvi) "Executive Officer" - includes the offices of; Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, Secretary-General, and Treasurer;
 - xvii) "Kukkiwon" - W.T.F. organization whose mandate is to certify black belts and issue certification documents;
 - xviii) "Master" - shall mean a Kukkiwon certified 5th Dan or higher, who is qualified to promote color belts and black belts in accordance to Kukkiwon regulations;
 - xix) "Member" means a Taekwondo Student, Instructor, or Master who is in good standing;
 - xx) "Poom" - shall mean children's degree of black belt certified by Kukkiwon for individuals of an age as specified by the Kukkiwon;
 - xxi) "School" means a Do-Jang;
 - xxii) "Taekwondo" - shall mean the Korean Martial Art, the standards of which are set and regulated globally by the World Taekwondo Federation, nationally by the W.T.F Taekwondo Association of Canada, and provincially by the Society;
 - xxiii) "Term" - shall mean the term of office of an Officer or Director as specified in these Bylaws;
 - xxiv) "W.T.F."- shall mean the World Taekwondo Federation;
 - xxv) "Special Resolution" means a resolution passed:

- (1) at a Special, General, or Annual meeting of which not less than twenty-one (21) days written notice specifying the intention to propose the resolution has been duly given, and;
- (2) by a vote of not less than 75% of those members present and voting.

3) ARTICLE 3 – INTERPRETATION

- a) The Chairman shall interpret these Bylaws.
- b) Any member may appeal the interpretation of the Chairman. Such appeal shall be submitted in writing to the Secretary-General. The Executive Board shall consider the matter at their next meeting. The member may, at his request, be present and address the Executive Board at the time the matter is being considered.
- c) Any member may appeal the interpretation of the Executive Board at the next General meeting. Such appeal shall be submitted in writing to the Secretary-General who will cause a notice to be published in the notice of meeting. The interpretation of the assembly shall be final and binding on all parties.

4) ARTICLE 4 - RECOGNITION OF SCHOOLS

- a) The Society shall have the following categories of recognized Taekwondo Do-Jangs;
 - i) Constituent Do-Jang
 - ii) Associate Do-Jang
- b) Constituent Do-Jang
 - i) A Constituent Do-Jang is a Taekwondo Do-Jang, school, club or organization, that has fulfilled the requirements;
 - (1) is headed and operated by a Master, and,
 - (2) has been accepted into the Society as a Constituent Do-Jang by a majority vote of the Board of Directors.
- c) A Taekwondo school can apply to become a Constituent Do-Jang within the Society after meeting the following two (2) requirements:
 - i) It has been an Associate Do-Jang for at least three (3) years, and
 - ii) It is a W.T.F. Taekwondo school of quality, character and excellence demonstrating ongoing dedication to Taekwondo in general and the Society in particular.
- d) Once the school has been accepted into the Society as a Constituent Do-Jang, upon payment of such dues as are applicable, it will be granted good standing status.
- e) Associate Do-Jang
 - i) An Associate Do-Jang is Taekwondo Do-Jang, school, club or organization, formal or otherwise that does not meet the criteria of a Constituent Do-Jang but has been accepted into the Society as an Associate Do-Jang by a majority vote of the Board of Directors.
 - ii) A Do-Jang must be sponsored by a Constituent Do-Jang and its Master before it can apply for membership as an Associate Do-Jang.
 - iii) Once the school has been accepted into the Society as an Associate Do-Jang, upon payment of such dues as are applicable, it will be granted good standing status.
- f) Revoking of Recognition
 - i) With written notice, the Board of Directors may revoke the recognition of any Constituent or Associate Do-Jang, which in the opinion of the Board of Directors, may be deemed to have acted in a manner the Board of Directors considers to be detrimental to the Society.

- ii) This may include non-payment of dues, after reasonable effort has been made to bring the school back to good standing.
- iii) The following will be required to revoke the recognition status of a Do-Jang:
 - (1) an Ethics Committee review, and
 - (2) a recommendation from the Ethics Committee to the Board of Directors to revoke recognition, and
 - (3) a motion to revoke recognition passed by a majority ballot vote by the Board of Directors.
- g) Any Do-Jang has the right to appeal from the revoking of recognition.
- h) The Do-Jang must file an appeal with the Secretary-General within thirty (30) days of the decision of the Board of Directors.
- i) Notice of such appeal shall be submitted in writing to the Secretary-General.
- j) Notice of such appeal shall appear in the notice of the next General Meeting.
- k) The decision of the Society shall be final and binding on all parties.

5) ARTICLE 5 – MEMBERSHIP

- a) Admission to Membership
 - i) Any person applying for Membership shall submit a written membership application which shall be brought before the Board of Directors.
 - ii) A person applying for Membership must be a member in good standing of a Constituent or Associate Do-Jang.
 - iii) Upon approval of a majority of the Board of Directors at any duly constituted Board of Directors meeting such applicant may be elected to Membership.
 - iv) Upon payment of such dues as are applicable, a person shall become a member in good standing.
 - v) Members in good standing shall have all rights and be subject to all obligations of the Society as specified in these Bylaws.
 - vi) Honorary Members shall be elected at the Annual Meeting.
- b) There shall be five (5) classes of membership
 - i) Black Belt Voting Member.
 - ii) Special Member
 - iii) Black Belt Non-Voting Member
 - iv) Color Belt Member
 - v) Honorary Member
- c) Black Belt Voting Member
 - i) A Black Belt Voting Member is;
 - (1) any Master, Instructor, Junior Instructor or Black Belt student who has attained at least the 1st Dan or greater and is registered on the Taekwondo Canada Kukkiwon Database
 - (2) is at least eighteen (18) years old and has been a resident of the Province of Alberta for a minimum of one year
 - (3) is a member in good standing within either a Constituent Do-Jang or Associate Do- Jang
- d) Special Member
 - i) A Special member is,
 - (1) any adult individual with an intimate knowledge or interest in the sport/martial art of Taekwondo,

- (2) who has a desire to act in the best interests of the Society.
 - ii) Individuals may be elected to Special Member by the majority of the votes of the “Masters of the Constituent Do-Jangs” of the Society, in attendance at an Annual General Meeting only.
 - iii) A Special Member is eligible to exercise voting rights and serve as an Executive Officer and a Director.
 - iv) Special Member designation is a term appointment with duration of two (2) years.
 - v) No more than four (4) Special Members may be elected to sit on the Board of Directors during any given term.
- e) Black Belt Non-Voting Member
 - i) A Black Belt Non-Voting Member is,
 - (1) any Junior Instructor or Black Belt student who has attained at least the 1st Dan/Poom or greater and,
 - (2) is less than eighteen (18) years old and,
 - (3) is a member in good standing within a Constituent Do-Jang or Associate Do-Jang.
 - ii) A Black Belt Non-Voting Member does not have voting rights.
- f) Color Belt Member
 - i) A Color Belt Member is an individual who is currently wearing a color belt and is enrolled and training in either a Constituent Do-Jang or an Associate Do-Jang.
 - ii) A Color Belt member does not have voting rights.
- g) Honorary Member
 - i) Any person may be elected to Honorary Membership.
 - ii) Honorary Members may be nominated by the Board of Directors and are elected by the Membership at the Annual General Meeting.
 - iii) Honorary Members have no voting privileges, pay no dues, and may not hold office.
- h) If these by-laws are silent respecting any issue or situation arising concerning the membership of any Black Belt Voting Member, Special Member, Black Belt Non-Voting Member, Color Belt Member, or Honorary Member;
 - i) the Membership Director shall be called upon by the Chairman to make a recommendation as to how the matter should be resolved, and
 - ii) this recommendation shall be voted upon at an Board of Directors Meeting.
- i) Withdrawal from Membership
 - i) Any member who so desires to withdraw from Membership may notify the Secretary-General of the Society in writing to that effect, including any payment, if necessary, for outstanding dues and/or fees. Withdrawal from Membership will become effective upon approval by the Board of Directors.
- j) Suspension or Expulsion
 - i) With written notice, the Board of Directors may suspend or expel any member from Membership who, in the opinion of the Board of Directors, may be deemed to have acted in a manner the Board of Directors considers to be detrimental to the Society.
 - ii) This may include non-payment of dues, after reasonable effort has been made to bring the member back to good standing.
 - iii) Any member has the right to appeal from suspension or expulsion.
 - iv) The member must file an appeal with the Secretary-General within thirty (30) days of the decision of the Board of Directors.
 - v) Notice of such appeal shall be submitted in writing to the Secretary-General.
 - vi) Notice of such appeal shall appear in the notice of the next General or Special Meeting.
 - vii) The decision of the Society shall be final and binding on all parties.

6) ARTICLE 6 – VOTING

- a) A Black Belt Voting Member and a Special Member shall be entitled to vote as long as they are in good standing.
- b) No member will be allowed to cast more than one (1) vote on any issue.
- c) The usual method of voting will be by show of hands.
- d) Black Belt Non-Voting Members, Color Belt Members and Honorary Members may not vote.

7) ARTICLE 7 – OFFICERS

- a) The Officers shall be;
 - i) Chairman
 - ii) 1st Vice Chairman
 - iii) 2nd Vice Chairman
 - iv) Secretary-General
 - v) Treasurer
 - vi) and Seven (7) Directors for a total of twelve (12) Officers.
- b) Each officer must be a member in good standing throughout the term of office.
- c) The term of office for all Officers shall be four (4) years, or until the successor is elected or appointed and installed.
- d) The duties of the Officers shall be as follows;
 - i) The Chairman shall;
 - (1) Preside at all General meetings of the Society, Executive Board and Board of Directors meetings whenever possible,
 - (2) Claim of the other officers at any time advice and assistance on any business relative to the Society,
 - (3) Appoint all committees as are deemed necessary, and not otherwise provided for in the Bylaws, subject to approval of the Board of Directors,
 - (4) Be an ex-officio member of all committees, except the nominating committee,
 - (5) Sign, with the Secretary-General, all documents requiring the Seal,
 - (6) Convene emergency meetings whenever there shall appear to him good reason therefore,
 - (7) See that his successor in office is properly installed,
 - (8) Perform all other duties pertaining to the office of Chairman.
 - (9) When possible, the Chairman shall represent the Society at functions that are deemed to be important to the Society and/or require provincial representation. If the Chairman is not able to attend, the 1st Vice Chairman may designated as the Society representative.
 - (10) Whenever possible the Chairman shall represent the Society at all local, provincial, regional, national, international, world or Olympic championships. In default of his being able to attend, the 1st Vice Chairman may be designated by the Society as representative.
 - (11) The Chairman does not have “*veto*” power.
 - ii) The 1st Vice Chairman shall;
 - (1) Assist the Chairman in the discharge of his duties,
 - (2) Act in the place of the Chairman if the Chairman is unable to continue his duties as provided in the Bylaws,
 - (3) In the absence of the Chairman, or at the request of the Chairman, preside at General, Executive Board and Board of Director meetings.

- (4) The 1st Vice-Chairman is to assume the temporary role of Chairman, in the absence of the Chairman, to represent the Society at functions that are deemed to be important to the Society and/or require provincial representation.
 - (5) The 1st Vice-Chairman shall immediately assume the position of Chairman for the duration of the Chairman's term if the Chairman is unable for any reason to carry on his duties and responsibilities.
 - (6) The 1st Vice Chairman shall ensure meetings and proceedings of the Society, conform to protocol, to these by-laws, and to the various rules and regulations subsequently proclaimed and enacted,
 - (7) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
- iii) The 2nd Vice Chairman shall;
- (1) Assist the Chairman and the 1st Vice Chairman in the discharge of their duties,
 - (2) Act in the place of the Chairman if the Chairman and the 1st Vice Chairman are unable to continue their duties as provided in the Bylaws,
 - (3) In the absence of the Chairman, and the 1st vice Chairman, or at the request of either, preside at General, Executive Board and Board of Directors meetings.
 - (4) The 2nd Vice-Chairman shall immediately assume the position of the 1st Vice-Chairman for the duration of the 1st Vice-Chairman's term in office if the 1st Vice-Chairman is unable to carry on his duties and responsibilities by virtue of his taking over the executive position of Chairman, his resignation, illness or death,
 - (5) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
- iv) The Secretary-General shall;
- (1) Attend General Meetings, Special Meetings, and Annual Meetings of the membership, and Executive Board and Board of Director meetings, whenever possible and keep and prepare accurate minutes of same,
 - (2) Be in possession of a current copy of the Bylaws, Special and Standing Rules at all meetings,
 - (3) Be in possession of a current roster of members, including Constituent Do-Jangs, Associate Do-Jangs, Black Belt Voting Members, and Special Members,
 - (4) Be responsible for replying to correspondence under the direction of the Chairman,
 - (5) Sign, with the Chairman, all documents requiring the Seal,
 - (6) Will prepare an agenda before every meeting and make the same available to all members who attend,
 - (7) Will maintain possession and upkeep of the Society Minute Book. This includes the filing of any returns required by the Societies Act of Alberta,
 - (8) Will keep a file containing all committee reports,
 - (9) Will keep attendance at meetings,
 - (10) Will read or distribute minutes of last meeting to all in attendance at a meeting,
 - (11) Will distribute ballots (if applicable) and count votes,
 - (12) In conjunction with the Membership Director, will make information and applications available to prospective members,
 - (13) The Secretary-General shall provide each of the Executive Officers and Directors of the Society with copies of the minutes of any meeting within ten (10) days of the said meeting.
 - (14) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
- v) The Treasurer shall;
- (1) Collect dues, fees and other monies,
 - (2) Deposit funds as the Board of Directors directs,
 - (3) Make disbursements only upon approval of the Executive Board,

- (4) The Treasurer shall properly account for the funds of the Society and keep such books as required,
 - (5) Present a report of the financial affairs when requested by the Chairman or the Board of Directors,
 - (6) Shall arrange for audit of the books and records at the close of each fiscal year,
 - (7) Make financial records available for audit upon request of the Chairman or Board of Directors,
 - (8) The Treasurer shall delegate cheque signing authority only to Executive Officers of the Society.
 - (9) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
- vi) Directors;
- (1) Following are the usual Director positions;
 - (a) Referee Director
 - (b) Technical Director
 - (c) Membership Director
 - (d) Tournament Director
 - (e) Coaching Director
 - (f) Athlete Director
 - (g) Medical Director

8) ARTICLE 8 - DIRECTOR PORTFOLIO'S & DUTIES

- a) Referee Director
 - i) Will be responsible for developing and maintaining a pool of officials and referees sufficient to cover all Society sanctioned championships.
 - ii) Will attend, whenever possible Society sanctioned championships to ensure same are properly run, organized and officiated, and to verify participant count where remittances are required to be made to the Society.
 - iii) Will ensure that the rules by which championships are officiated conform to current W.T.F. standards.
 - iv) Regulate, in conjunction with the Medical Director, any athletes that fall under "concussion management directives" as specified by the Society.
 - v) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
- b) Technical Director (NCCP)
 - i) Will use his technical expertise about the sport/martial art of Taekwondo to raise the performance standard of all Society Competitive athletes and martial artists.
 - ii) Will seek to keep the Society and recognized Do-Jangs current with respect to the technical development of Patterns, Sparring, and Self Defense.
 - iii) Will set up training seminars to make his or her knowledge and the knowledge of other experts available to members and Do-Jangs of the Society,
 - iv) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
- c) Membership Director
 - i) Will maintain and regularly update a comprehensive list of all Constituent Do-Jangs, Associate Do-Jangs, Special Members, and Black Belt Voting Members and ensure the Secretary-General is constantly updated with respect to same.
 - ii) Will make information and applications available to prospective members and communicate the requirements of the two levels of membership in the Society,
 - iii) Ensure that thirty (30) days prior to the end of the fiscal year;

- iv) a reminder is provided to all Constituent and Associate Do-Jangs, all Voting, Special and Non-Voting members reminding them that dues are payable within ninety (90) days of the beginning of the fiscal year, and
 - v) requesting that all membership information be verified and updated.
 - vi) Will assist the Secretary-General in all matters of membership,
 - vii) Will actively solicit prospective members of the Society,
 - viii) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
- d) Tournament Director
 - i) Will establish and maintain "*host tournament packages*" which clearly set out the criteria for hosting a championship, and ensure the Tournament policies are followed.
 - ii) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
 - e) Coaching Director
 - i) Will nominate at least three (3) qualified candidates (*can include himself*), for the position of "*Team Coach*", one of whom shall be elected to the position by the Board of Directors.
 - ii) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
 - f) Athlete Director
 - i) Perform such duties as directed or may be assigned to him by the Chairman or Board of Directors.
 - g) Medical Director
 - i) Will be responsible for maintaining and supervising "concussion management directives" as specified by the Society.
 - ii) Regulate, in conjunction with the Referee Director, any athletes that fall under those "concussion management directives".
 - iii) Perform such other duties as directed or may be assigned to him by the Chairman or Board of Directors.
 - h) If two directors are in agreement, they may switch portfolios with each other, subject to approval by the Chairman.

9) ARTICLE 9 - EXECUTIVE BOARD

- a) Members
 - i) The Executive Board shall be comprised of the Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, Secretary-General, and Treasurer.
- b) Powers
 - i) The Executive Board shall constitute the administrative and operational body of the Society, subject to the provision of these Bylaws, and subject to directions given by a majority vote of the Membership at any Annual, General, or Special meeting.
 - ii) The Executive Board may speak on behalf of the Society in the case on an emergency subject to ratification by a majority vote of the Membership at a Special Meeting held for that purpose.
- c) Quorum of the Executive Board
 - i) The quorum of the Executive Board shall be a majority of its members.

- d) Notice to Executive Board
 - i) Executive Board Members shall be given fourteen (14) days notice of all regular Executive Board Meetings.
- e) Meetings of the Executive Board
 - i) Meetings of the Executive Board shall be held as often as necessary.

10) ARTICLE 10 - BOARD OF DIRECTORS

- a) Members
 - i) The Board of Directors shall be comprised of the Chairman, 1st Vice-Chairman, 2nd Vice-Chairman, Secretary-General, Treasurer and the Directors.
- b) Quorum of the Board of Directors
 - i) The Quorum of the Board of Directors shall be not less than seven (7) members.
 - ii) In the event that there is no Quorum, the meeting shall be cancelled and rescheduled.
- c) Notice to Board of Directors
 - i) Board of Director Members shall be given thirty (30) days notice of all regular Board of Director Meetings.
- d) Meetings of the Board of Directors
 - i) Meetings of the Board of Directors shall be held as often as necessary.
- e) Vacancies
 - i) Any vacancy occurring in an office of the Executive Board or the Board of Directors may be filled by the Board of Directors.
- f) Removal of Officers
 - i) Any officer who in unable, or unwilling to fulfill his elective duties; and who does not submit an acceptable written explanation upon request of the Board of Directors, is subject to removal from office by a majority vote.
 - ii) Any Officer or Director of the Society may be removed from his office or portfolio by reason of his incompetence, corruption or unsuitability.
 - iii) Proceedings to remove an Officer shall only be introduced after a written recommendation by an Ethics Committee called for that purpose.
 - iv) Upon written recommendation by the Ethics Committee to the Board of Directors, the Board of Directors will proceed with the impeachment process.
 - v) The agenda for the meeting in the meeting notice must specify that impeachment proceedings are going to take place at the meeting.
 - vi) The decision to remove an Officer or Director of the Society from his office or portfolio shall be by majority vote.
 - vii) The vote for impeachment shall be made by ballot vote only.
 - viii) The impeached individual automatically loses his good standing status.
 - ix) After a successful vote for impeachment, the vacancy shall be filled by appointment by the Board of Directors.

11) ARTICLE 11 – COMMITTEES

- a) The Chairman with the approval of the Board of Directors may appoint such committees, departments, and members as shall be deemed necessary.
- b) The duties of such committees, departments, and members shall be determined by the Chairman or the Board of Directors.
- c) The quorum of any committee meeting shall be a majority of its members.
- d) Nominating Committee
 - i) A Nominating Committee will be appointed by the Board of Directors in advance of the Annual General Meeting.
 - ii) This appointment will be of sufficient time prior to elections that the Committee will have time to perform its duties.
 - iii) It shall be the duty of the committee to nominate at least twelve (12) candidates for the twelve (12) offices to be filled at the Annual General Meeting;
 - (1) Nominees must meet the qualifications as specified in these bylaws,
 - (2) A minimum of three (3) nominees must be 5th Dan or higher.
- e) Ethics Committee
 - i) Composition:
 - (1) If an Ethics Committee is required to review a matter, the Chairman shall appoint three (3) Officers or Directors of the Society to the committee.
 - (2) To revoke the recognition status of a Do-Jang will require an Ethics Committee review.
 - (3) On all matters referred to an Ethics Committee, the committee shall provide a written recommendation to the Board of Directors for the final decision.

12) ARTICLE 12 – DEPARTMENTS

- a) Any department entering into a project or program to promote the objectives of the Society, or raise funds for its own use is authorized to adopt rules for the transaction of its business, providing they do not conflict with these Bylaws.
- b) The Society shall provide departments with a basic operating fund per year, the amount to be determined by the Board of Directors.
- c) The quorum for any Department meeting shall be a majority of its members.

13) ARTICLE 13 - NOMINATIONS AND ELECTIONS

- a) All officers shall be elected at the Annual General Meeting.
- b) Only Special Members and Masters of a Constituent Do-Jang, 5th Dan or higher may be nominated and elected to the positions of: Chairman, 1st Vice-Chairman and 2nd Vice-Chairman.
- c) Any Black Belt, 2nd Dan or higher, may be nominated and elected to the positions of: Secretary-General, Treasurer or Director.
- d) The nomination and election of Special Members takes place first.
- e) Candidates interested in becoming Special Members must be nominated and elected by

those "Masters of the Constituent Do-Jangs" of the Society in attendance at the Annual General Meeting before any election of Officers can take place.

- f) Once the Special Members have been elected, the nomination and election of the Board of Directors is conducted.
- g) Nominations:
 - i) Nominations for any elective office shall be made by a member of the Alberta Taekwondo Association on the prescribed form which must be in the hands of the Secretary-General not later than 12:00 noon on the last working day of August.
 - ii) The Secretary-General shall advise all Constituent Do-Jangs and Associate Do-Jangs by July 15th of the requirements of the Bylaws for nominations for elective office and specify the address to which nominations must be delivered.
 - iii) The Secretary-General shall then have the names of those nominated printed and send to all Constituent Do-Jangs and Association Do-Jangs sixty (60) days before the Annual General Meeting.
 - iv) If there is only one (1) nominee for a position, the Chairman shall declare that nominee elected by acclamation. This so nominated and elected officer shall not appear on the ballot.
 - v) A person can be nominated for more than one office.
 - vi) If elected to more than one (1) office, the nominee shall chose which office in which to serve, and the other office(s) shall be filled by the nominee who received the next highest number of votes.
 - vii) When more than one person has been nominated for an office, the Secretary-General shall have the necessary ballots prepared.
- h) Nominations from the floor shall not be allowed.
- i) Only members nominated shall be eligible for election.
- j) Election - The election of Officers will take place at the Annual General Meeting by those Members present and eligible to vote. The vote will be done by secret ballot.
- k) Terms – The Terms of the elected Officers will be in accordance with the following:
 - i) Elected Officers will hold office for a term of four years (4 years) and will hold office until their successors have been duly elected in accordance with these Bylaws, unless they resign, are removed from or vacate their office.
 - ii) No member shall hold the position of President for more than two (2) consecutive terms. No person who is a member of the current board may stand for nomination for another board position unless they resign from their current board position
 - iii) Directors and Officers are eligible for re-election.
 - iv) Staggered Terms - The terms of elected Officers will be staggered by electing half of the Officers and Directors at an Annual General Meeting. The following Officers will be elected in the following years:
 - i. Summer Olympic Year
 - 1. President
 - 2. 2nd Vice-President
 - 3. Treasurer
 - 4. Coaching Director
 - 5. Tournament Director
 - 6. Membership Director
 - ii. Winter Olympic Year
 - 1. 1st Vice-President
 - 2. Secretary General

3. Referee Director
4. Medical Director
5. Technical Director
6. Athlete Director

l) Balloting

- i) A single pre-printed Ballot listing each position and the nominees for such shall be issued to those entitled to vote at the time of registration.
 - ii) A polling station shall be open to receive ballots at the time of registration and in a place adjacent to the registration desk.
 - iii) Ballots shall be marked by placing an X opposite one name for each of the eligible positions for election. If more than one name per position is marked for any position, the ballot will be considered spoiled, and shall not be counted for any position.
 - iv) A candidate must receive a majority of the total of such votes to be elected.
 - (1) If less than the prescribed number of positions receive a majority vote, those who do have a majority vote are elected, and
 - (2) all other candidates remain on the ballot for the necessary repeated balloting.
 - (3) Balloting will continue until a candidate for each position receives the necessary majority vote to be declared elected.
- m) Vacancy - Where the position of a Director becomes vacant for whatever reason, the Board may appoint a qualified individual to fill the vacancy until such time as a Director is elected or appointed in accordance with these Bylaws.
- n) Further particulars of the nominations and elections process is specified in the "Alberta Taekwondo Association - Nomination & Election Policy".

14) ARTICLE 14 - MEETINGS OF THE SOCIETY

- a) Overall
 - i) All meetings shall be conducted exclusively in the English language.
- b) General Meetings
 - i) The fiscal year of the Association is September 1 to August 31.
 - ii) An Annual General Meeting shall be held on one weekend within 60 days of the end of the fiscal year.
 - iii) No less than two (2) Semi-Annual meetings shall be held each year at such time and place be designated by the Board of Directors.
- c) Special Meetings
 - i) Special Meetings may be called at any time by the Board of Directors subject the provisions of written notice to all members as provided for in these Bylaws.
 - ii) The Board of Directors shall upon written requisition of one-third (1/3) of the members call a special meeting, for the consideration of any matter specified in such requisition.
- d) Notice
 - i) Members shall be given thirty (30) days notice of all Special or General Meetings and the Annual Meeting.
- e) Quorum
 - i) Not less than seven (7) Executive Officers and Directors of the Society and not less than thirteen (13) other Special Members and/or Black Belt Voting Members in good standing shall constitute a quorum at any Meeting of the Society.

- ii) In the event that there is no Quorum, the meeting shall be cancelled and rescheduled.

15) ARTICLE 15 - METHODS OF NOTICE

- a) The approved method of notice to members or to the recognized Do-Jangs for meetings of the Society, the Executive Board or of the Board of Directors shall be any one or more of the following;
 - i) personally serving the individual,
 - ii) mail to the last known address,
 - iii) electronic mail (email) to the last known address,
 - iv) fax to the last known number.
- b) The order of precedence of notice to be left up to the personal preference of the current Secretary-General.

16) ARTICLE 16 – MERGERS

- a) A quorum of merger meetings shall be 75% of the entire Membership.

17) ARTICLE 17 – REVENUE

- a) The annual Membership dues of each class of membership shall be set at the Annual Meeting.
- b) The annual dues shall be payable within ninety (90) days of commencement of the fiscal year.

18) ARTICLE 18 – FINANCE

- a) The fiscal year shall end the last day of August and begin on the first day of September in each year.
- b) At the first meeting, after the Annual Meeting, a budget of estimated income and expenditures for the year shall be presented for the approval of the Membership by the Treasurer.
- c) Auditing
 - i) The Treasurer shall prepare for submission to the Annual General Meeting a statement audited by a duly qualified accountant setting forth the financial position of the society.
 - ii) Copies of this statement shall be provided to the Chairman for his distribution to each of the Executive Officers and Directors of the Society a minimum of two (2) weeks prior to the Annual General Meeting.
 - iii) A copy of the Society's Financial Statement shall be filed with the Provincial Government in accordance with the Societies Act of Alberta R.S.A. 1980 or in accordance with any other enactment supplanting the Societies Act of Alberta.
- d) Bank accounts may be operated as deemed necessary and signing Officers shall be any two (2) of the Chairman, 1st Vice-Chairman, Secretary-General and Treasurer.
- e) No funds of the Society, other than those required for simple operation, may be disbursed, spent, paid out, or otherwise disposed of without the consent and approval of the Executive Board.
- f) The society will audit the books at least once a year.

19) ARTICLE 19 - POWERS OF THE SOCIETY

- a) The Society may secure and take by purchase, donation, devise or otherwise all kinds of real estate and personal property, and may sell, exchange, mortgage, lease, let, improve and develop it, and may erect and maintain any necessary buildings.
- b) The funds and property of the Society shall be used and dealt with for its legitimate objects only and in accordance with these Bylaws.

20) ARTICLE 20 - BORROWING POWERS

- a) For the purpose of carrying out its projects, money may be borrowed, raised or secured in such manner as is deemed fit, but this power shall be exercised only under the authority of the Society. In no case shall debentures be issued without the sanction of a Special Resolution.

21) ARTICLE 21 - NEGOTIABLE INSTRUMENTS

- a) For the purpose of carrying out its objects, the Society may, subject to these Bylaws, draw, make, accept, endorse, discount, execute, and issue promissory notes, bills of exchange and other negotiable or transferable instruments subject to sanction by a Special Resolution of the Society.

22) ARTICLE 22 – EMPLOYEES

- a) The Society may, if it is deemed necessary by the Board of Directors, employ such people as are required.

23) ARTICLE 23 – BOOK AND RECORDS

- a) Each Officer and Director shall be responsible for the books and records pertaining to his office.
- b) The books and records may be inspected by any member of the Society at the Annual Meeting, or at any time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of the same.

24) ARTICLE 24 – REMUNERATION

- a) Officers and members shall not receive any remuneration for their services on behalf of the Society unless authorized by a Special Resolution.

25) ARTICLE 25 - SEAL & LOGO

- a) The Seal shall be in the possession of the Secretary-General and whenever used shall be by the signature of the Secretary-General and the Chairman, or in the case of death or inability of either, the 1st Vice-Chairman.
- b) The Logo shall be of such form and device as may be adopted by the Board of Directors.
- c) The Board of Directors may make such provisions as they see fit with respect to the affixing of the seal or use of the Logo. These provisions to be included in the Special Rules of the Society.

26) ARTICLE 26 – INDEMNITY

- a) Each Officer, Director and any employee, shall be indemnified by the Society against any and all liability and reasonable expenses in connection with or resulting from any claim, action, suit or proceeding in which he may become involved as a party, or otherwise, by reason of his having been an Executive Officer, a member of the Board of Directors or employee of the Society, except in
- b) relation to matters as to which he shall be adjudged with respect to such claim, action, or proceeding to be liable for negligence or misconduct in the performance of his duty to the Society.

27) ARTICLE 27 - PARLIAMENTARY AUTHORITY

- a) Robert's Rules of Order Newly Revised and Robert's Parliamentary Law shall apply on all questions of procedure and parliamentary law not specified in these Bylaws as long as they do not conflict with the Societies Act.

28) ARTICLE 28 - AMENDMENT OF THE BYLAWS

- a) These Bylaws may be amended at any General, or Special Meeting of the Society by the adoption of a Special Resolution as defined in these Bylaws.

29) ARTICLE 29 – DISSOLUTION

- a) Upon the dissolution of the Corporation and after the payment of all debts and liabilities, its remaining property will be distributed or disposed of to charitable organizations, approved by two-thirds vote of the members, which carry on their objectives solely in Canada.