

**CONSTITUTION  
OF THE  
GHANA TAEKWONDO FEDERATION**



Enacted on: 4th June 2010 |

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### **PREAMBLE**

The Ghana Taekwondo Federation (Federation) was adopted as an official sport in Ghana in 1978. The Federation became affiliated to World Taekwondo Federation (WTF) in 1981 as an independent and autonomous Member National Association of the WTF.

The Federation is also affiliated to the Commonwealth Taekwondo Union (CTU) and the African Taekwondo Union (AFTU) and is recognized by Ghana Olympic Committee and the National Sports Authority as the apex governing and supervisory body for Taekwondo in Ghana.

# **CONSTITUTION OF THE GHANA TAEKWONDO FEDERATION**

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(6) In the exercise of its powers and functions the Federation shall observe the statutes and regulations of the WTF and other bodies, to which it is affiliated and with which it maintains membership.

(7) In the exercise of its powers and functions the Federation shall:

a) Avoid unhealthy political and government interference;

b) Remain independent and autonomous in the administration of Taekwondo in Ghana;  
and

c) Comply with the Statutes of the WTF, the Statutes of the CTU and the Regulations of the AFTU, and Statutes of other affiliated organizations.

#### **ARTICLE 4 - AFFILIATIONS OF THE FEDERATION**

The Federation shall be affiliated to the (WTF), the (CTU) and (AFTU) and may elect to join any other organization(s) that seeks to promote the sports and discipline of Taekwondo.

#### **ARTICLE 5 - OBJECTS OF THE FEDERATION**

(1) The objects of the Federation shall be:

(a) To develop and promote the sport of Taekwondo as a means of fostering social integration and molding the character of the youth of the Republic of Ghana in accordance with the laws and spirit of the sport with particular emphasis on the encouragement and promotion of para-taekwondo in Ghana and beyond.

(b) To organize championships as it may deem fit at all levels.

(c) To develop and promote the sport of Taekwondo among all manner of people regardless of their peculiar physical challenge or restriction, gender, race, tribe, religious and political affiliation or association and co-operate with and assist educational institutions in the development and promotion of Taekwondo.

(d) To seek and maintain friendly relations with individuals interested and involved in the sport of Taekwondo, corporate bodies and organizations of allied groupings interested in the development and promotion of Taekwondo or otherwise connected with it.

(e) To take such steps as may be deemed necessary for the observance of the Constitution, statutes, guidelines, regulations and Standing Orders of International Taekwondo bodies to which the Federation may be affiliated and also the laws of the sport as laid down by the WTF.

(f) To promote the welfare of members of the sport and clubs and foster friendly relations between members and the Federation.

(g) To promote good relationship with any national body charged by law with the overall organization and control of sports in Ghana and to collaborate with that body in the procurement of adequate equipment and for the provision of adequate training facilities.

(h) To organize training and tournament programmes and arrange to oversee the participation of the National Teams at the various levels at national and international tournaments.

## **ARTICLE 6 - MEMBERSHIP OF THE FEDERATION**

(1) The membership of the Federation shall comprise:

(a) All Registered Regional and District Taekwondo Associations.

(b) All Registered Taekwondo Clubs

(c) All Registered individual practitioners; and

(d) Other organizations admitted into the membership of the Federation by the Executive Board and subsequently registered by the Federation.

### **(2) Qualification For Membership**

(a) In the case of an individual, a person of Sixteen (16) years of age and above may join the Federation as a member.

(b) In the case of Regional or District Associations, such association shall be eligible for membership if the individual members of the Regional or District Association are duly registered with the Federation and were elected into office at a properly convened meeting supervised and approved by the Federation.

(c) Clubs or other organizations shall be eligible for membership provided they comply with the provisions of this Constitution.

(3) Notwithstanding Article 6(2)(a), a person below the age of Sixteen (16) years may be admitted as a member of the Federation but such person shall not have the right to hold office as an Executive Board member, Regional or District Executive or exercise any powers of voting.

### **(4) Privileges Of Membership**

(a) Only registered members who have been issued with membership cards and numbers shall be eligible to participate in the affairs, seminars, championships and

tournaments of the Federation. Provided that the Executive Board may permit registered but non-card holding members to participate in the affairs of the Federation as the circumstances of the situation may require.

(b) A member of the Federation shall respect and abide by this Constitution, the Constitution, internal rules and regulations of Regional Association and local clubs, to which they are members.

#### **ARTICLE 7- INCOME AND EXPENDITURE OF THE FEDERATION**

(1) The operating and administrative expenses of the Federation shall be covered by the resources provided by the annual subscription fees paid by members of the Federation, affiliation fees, government funding and remittances/funding from other sources. The Federation may also raise income from strategic investments made by the Federation in consultation with the Advisory Council.

(2) All Income received under Article 7(1) shall be deposited into an account with a reputable bank selected by the Executive Board and managed by the officers of the Federation.

(3) The Secretary General shall each year render a detailed account of the financial state of the Federation to members at Annual Assembly.

(4) The members of the Executive Board shall, while they remain in office, offer their services freely and shall not be paid for activities they perform as executives for the Federation. However, all travelling and accommodation expenses connected with all activities for the promotion and development of Taekwondo or incidental to same shall be covered by resources generated by the Federation whenever it is financially prudent or possible to do so.

#### **ARTICLE 8 - ANNUAL MEMBERSHIP FEES**

(1) Regional and District Associations, Taekwondo Clubs, Taekwondo Practitioners and organizations who are registered members of the Federation shall pay annual membership fees as set out under this Article.

(2) The Executive Board shall from time to time fix the annual membership fee that shall be paid by all registered members of the Federation.

(3) Membership Fees shall be paid by the 31st of June each year and shall be paid directly to Secretary General of the Federation.

(4) Members who fail to pay their membership fees on the date set out under clause 8(3) shall lose their membership unless otherwise decided by the Executive Board.

(5) Subscription fees shall be cumulative, such that failure by any member to pay subscription from a previous year(s) shall have his/her/its outstanding fee added to subsequent payment(s) that ought to be made by the defaulting member.

(6) Membership of the Federation shall automatically be restored as soon as the annual subscription fee(s) is paid in full.

#### **ARTICLE 9 - STRUCTURE**

The Federation shall have the following organs:

a. General Assembly.

b. At least a Five (5) member Executive Board headed by the President. This body shall be responsible for the management of the Federation and shall be the executing organ of the Federation in accordance with the provisions of this Constitution; and

c. A Secretariat, which shall be headed by the Secretary General. The Secretary General shall be responsible for organizing the day-to-day activities of the Federation.

#### **ARTICLE 10 - GENERAL ASSEMBLY**

(1) This Constitution hereby establishes an organ of the Federation called the General Assembly.

(2) The General Assembly shall be the supreme decision making organ of the Federation and shall possess the exclusive authority to:

a) Elect members of the Executive Board of the Federation every four (4) years or elect Executive Board members at any other time to fill a vacancy within the Executive Board ; and

b) Amend the whole or part of this Constitution in accordance with Article 16 of this Constitution or take any other decision that requires the approval of the General Assembly under this Constitution.

(3) For purposes of this Constitution a meeting of General Assembly shall accordingly be referred to as:

**“Congress”** when it meets to elect members of the Executive Board of the Federation every four (4) years or meets at any other time to fill a vacancy or vacancies within the Executive Board;

or as



**“General Meeting”** when it meets to amend the whole or part of this Constitution or conduct or take any other decision that requires approval of the General Assembly outside of Congress under this Constitution.

(4) General Assembly shall comprise the following officers and representatives of registered regional associations and registered clubs of the Federation who shall possess the exclusive right to attend and vote at “Congress” or at any “General Meeting”:

a) The President

b) The Vice- President

c) Other Executive Board members of the Federation including members appointed by the Executive Board

d) 2 representatives from each registered Regional Association

(5) Past Executive Board Members and any other persons or associations not expressly mentioned in Article 10(4) above shall only have observer status and shall not possess the right to vote at Congress or General Meeting.

(6) The General Assembly of the Federation shall in accordance with Article 10(4) of this Constitution take all its decisions at a properly convened ‘Congress’ or ‘General Meeting’.

(7) The power to convene General Assembly shall be vested in the Executive Board.

### **Nomination and Vetting for Executive Positions**

(8) A member of the Federation who seeks to stand to be elected as an Executive Board Member at Congress shall as a prerequisite comply with the following requirements:

a. complete and submit a nomination Form to the Secretariat Fourteen (14) days before congress; and

b. be vetted and approved by Vetting Committee of not less than three (3) members appointed by the Executive Board on the advice of the Advisory Council.

(9) Only members who are approved by the Vetting Committee in accordance with this Article

14 shall be permitted to stand for election as Executive Board Members of the Federation.

### **Procedure for Congress and General Meeting**

(10) Every meeting of General Assembly at Congress or General Meeting shall be presided over by a Chairperson who shall be the President of the Federation or in his absence the Vice President or a person nominated by the Executive Board.

(11) A notice for Congress or General Meeting for General Assembly shall be sent out together with the Agenda and supporting documents at least Twenty-One (21) days to all members and associations entitled to attend and vote.

(12) A notice for Congress or General Meeting for General Assembly notwithstanding that it is called by a shorter notice than specified in Article 10 (10) of this Constitution shall be deemed to have been duly called if it is so agreed:

i. In the case of Congress by all members entitled to attend and vote thereat; or

ii. In the case of a General Meeting, by a majority of members of General Assembly.

(13) The Quorum for a valid session of Congress or General Meeting of General Assembly shall be *one-third* of the total membership of the Federation entitled to attend and vote under Article 10(4) above.

(14) A member under Article 10(4) entitled to attend and vote at Congress or General meeting of the General Assembly shall be entitled to appoint another person, as proxy to attend and vote instead of that absent member. Such proxy shall have the same rights as the member to speak at the General Assembly and shall at the Congress or General Meeting present a letter authorizing him or her to act as proxy.

(15) The decisions by the General Assembly shall be by way of resolutions through votes taken by secret ballots and shall be passed by a simple majority of members present save for instances under Article 17 of this Constitution.

(16) Each member of the General Assembly shall be entitled to only one vote except where that member or representative is acting by proxy and is also entitled to attend and vote as member of General Assembly in which case the person may have one additional vote. A member shall not hold more than two (2) proxies for any General Assembly.

(17) In the event that there is a deadlock in votes cast at Congress or General Meeting, the Chairperson of the Congress or General Meeting appointed in accordance with Article 10 (10) shall have a casting or second to break the deadlock.

## **ARTICLE 11-                  THE EXECUTIVE BOARD**

(1) There Executive Board shall consist of at least Five (5) registered individuals of the Federation who shall be members comprising the following:

- (a) A President elected at Congress;
- (b) A Vice-President elected at Congress;
- (c) A Secretary-General appointed by the Executive Board;
- (d) Two other members elected at Congress
- (e) A member appointed by the Executive Board, who shall upon appointment act as a Technical Advisor and Chairman to the Technical Committee of the Federation; and
- (f) At least one (1) other member appointed by the Executive Board.

(2) The Executive Board of the Federation shall endeavour to convene an executive board meeting at least once every quarter to deliberate on matters pertaining to the Federation.

(3) The President shall preside over all executive board meetings and in his absence the Vice-President shall preside.

(6) Decisions and resolutions of the Executive Board shall be by simple majority. In the event of a deadlock the President or presiding executive member shall have a second or casting vote.

(7) The quorum for a properly constituted Executive Board meeting shall be four members of the Executive Board and shall include the President *or* the Vice President. An Executive Board member may join a meeting of the Executive Board by the use of Internet or telephone conference facilities that permit him/her to effectively partake in discussions at Executive Board meetings in real time. Under the afore-noted situation members who join the meeting by Internet or telephone conference facilities shall be deemed to form part of the quorum for the purposes of an Executive Board meeting.

(8) Executive Board members shall not act by proxy. An executive member may however in writing appoint another Executive member to act in his stead for a period not exceeding 120 days. Such elected member shall be entitled to act on the instructions of his appointer and be entitled to a personal vote and additional vote for his/her appointer at any meeting of the Executive Board.

(9) The following persons shall not be competent to be elected or appointed to the Executive

Board:

- (a) a Non-Ghanaian;

- (b) a person below 18 years;
  - (c) a person who is not a registered member of the Federation;
  - (d) a person found by a competent court to be a person of unsound mind;
  - (e) in a case of the position of *President or Vice President*, a person who holds an executive/directorship position with any other sporting discipline in the Republic of Ghana or in any other country.
  - (f) a person who has been tried by a competent court and convicted for any crime of dishonesty or any form of assault or bodily harm or tried and found liable for a civil matter involving dishonesty, assault or battery or declared bankrupt by a court of competent jurisdiction.
- (10) Without prejudice to Article 11(8)(a) above, a person who is a member of the Federation and holds dual nationality of Ghana and any other country is eligible to stand for election at General Assembly or be appointed to the Executive Board as a member.
- (11) Members elected to the Executive Board at Congress shall hold office for four (4) years and shall be eligible for re-election. Provided that a Member elected to the Executive Board midway through the term of an existing Executive Board shall only hold office for the unexpired term of that Executive Board.
- (12) Members appointed to the Executive Board by an elected Executive Board shall hold office for the term of that Executive Board.
- (13) Members appointed to the Executive Board shall hold office until they resign, are removed by the Executive Board that appointed them or disqualified under Article 11(9).

**ARTICLE 12 - OFFICE OF THE FEDERATION**

- (1) The officers of the Federation shall be;
  - (a) The President
  - (b) Vice-President; and
  - (c) The Secretary General

**Functions Of The Officers Of The Federation**

- (2) President:

(a) The President shall preside over all Executive Board meetings, the General Assembly and any other meeting that shall be considered necessary by the Executive Board.

(b) The President shall in consultation with the Executive Board direct the affairs of the Federation and shall represent the Federation in the WTF General Assembly and other external meetings of the Federation. The President may delegate such duties to other executive members if he chooses to.

(c) In the event that the President is unable to act due to ill health, disability or put in any physical state that renders him/her incapable of positively and consciously directing the affairs of the Federation, the duties bestowed on him under this constitution shall automatically devolve on the Vice President who shall act in the capacity of President until such time the President can act or assume his/her full duties. In the event that the President is not able to act or resume full duties under this constitution, the Vice President shall hold office and act as President until a General Assembly is convened for purposes of filling the vacancy through elections.

### (3) The Vice President

The Vice President shall assist the President in his official duties and shall act for and on behalf of President under circumstances that the president is incapable of acting in his official capacity under Article 12(2)(c) or under circumstances where the President is disqualified from acting under Article 11 (8)(d, e, f) or where the President resigns from office or where the President expressly instructs him (Vice President) to act on his behalf.

### (4) Secretary General

(b) The Secretary General shall be in charge of the general secretariat work of the Federation. The Secretary General shall also take minutes of proceedings at General Assembly, Executive Board Meeting or at other proceedings that the Executive Board may instruct.

(c) That Secretary General shall also render an account of the financial status of the Federation to General Assembly every year. The Secretary General shall within fourteen (14) days of presenting the Federations Financial status at general Assembly publish the details of same by sending hard or soft copies of the Financial status to all the registered Regional Associations.

### **Vacancy**

(5) The position of the President or the Vice-President or any member of the Executive Board shall become vacant:

- (a) Upon the death of the member;
- (b) Incapacity that renders a member unfit to perform his/her duties as a member of the Executive Board.
- (c) Upon the resignation of a member from the Executive Board
- (d) If a member is disqualified by virtue of Article 11 (8) of this Constitution.
- (6) A member who resigns from the Executive Board shall do so in writing to the Executive Board.
- (7) Members co-opted by the Executive Board shall only be removed by the Executive Board and in the case of a resignation, the letter of resignation sent to the Executive Board.

**ARTICLE 13-**

**MISCONDUCT**

- (1) A member of the Federation shall be guilty of misconduct if he/she conducts himself in a manner prejudicial to the interest of the Federation and in particular if that member:
  - (a) Embezzles funds belonging to the Federation, uses or missuses property belonging to the Federation with or without proper authorization from the Executive Board.
  - (b) Is inefficient or negligent in the discharge of his/her duties or any tasks assigned to him/her or tarnishes the image of the Federation or acts in a manner that puts the reputation of the Federation in disrepute.
  - (c) Misappropriates/steals money or property, belonging to the Federation or any other body affiliated to the Federation.
  - (d) Engages in violent or unruly or un-sportsmanship behavior at any local or international competition.
  - (e) In the case of an Executive Board Member, if he/she without just cause absents himself for three (3) consecutive times at meetings of the Federation without proper justification.
- (2) The acts of misconduct stated under article 12(8) shall not be construed as exhaustive. Any act by an officer or member that puts the name of the Federation in disrepute shall be considered as an act of misconduct.
- (3) All cases of misconduct by officers and members shall be referred to the Disciplinary Committee of the Federation by the Executive Board upon a formal complaint by a registered member of Federation.

(4) The Disciplinary Committee shall have the exclusive power to investigate all cases of misconduct and in the administration of that function shall have the following powers:

- (a) Invite officers or members to testify to issues that have arisen;
- (b) Adjudicate on issues of misconduct by members or officers of the Federation;
- (c) Rule on issues of misconduct and make recommendations to the Executive Board for enforcement.

**ARTICLES 14-                    COMMITTEES OF THE FEDERATION**

(1) This Federation shall have the following committees:

- (a) Technical Committee;
- (b) Sponsorship and Marketing Committee;
- (c) Press and Public Relations Committee;
- (d) The Referees Committee;
- (e) Medical Committee;
- (f) Disciplinary Committee;
- (g) Organizing Committee;
- (h) Para-Taekwondo Committee
- (i) Promotion Test Committee

(2) The Executive Board shall appoint at least three (3) members for each of the Committees created by this Constitution.

(3) The Executive Board reserves the right to create additional or ad-hoc committee(s) to fulfill specific demands or address specific problems at anytime.

(4) The responsibilities of the Committees shall be determined by the Executive Board through 'Terms of Reference' that clearly set out duties and responsibilities of committees. The Executive Board, however, reserves the right to charge any committee with any other responsibility at any time should the need arise.

(5) Members appointed to committees shall hold office for the term prescribed by the Executive Board or during the subsistence of Board that appointed them.

(6) Only members qualified to act as Executive Board Members under this constitution shall be eligible to be appointed to committees created under this Constitution.

(7) The Executive Board, without assigning reasons, reserves the right to dissolve any committee or remove any member of a committee.

#### **ARTICLE 15- REGIONAL TAEKWONDO ASSOCIATIONS**

(1) There shall be one Regional Taekwondo Association in each Region in Ghana, which shall be affiliated to the Federation and registered with the Federation. Regional Associations shall organize Taekwondo affairs and tournaments on behalf of the Federation at the regional level.

(2) Each Regional Association shall have a codified set of Rules and Regulations that govern the operations of the Regional Association and clearly set out the powers and functions of the Regional Association.

(3) The Rules and Regulations of a Regional Association shall not be inconsistent with or repugnant to this Constitution and the WTF statutes (as amended from time to time).

#### **Elections at the Regional Level**

(4) Each Regional Association shall hold Regional Elections every four (4) years to elect Regional Executives to govern the affairs of Taekwondo in the Region. A Regional Association may however, hold Regional Elections at any time to fill a vacancy in the Regional Executive body or amend its Rules and Regulations.

(5) Each Regional Association shall comprise the following officers who shall possess the exclusive right to attend and vote at Regional Elections:

- a) The Chairperson
- b) The Vice Chairperson
- c) Regional Secretary
- d) The two other members of the Regional Executive body elected at Regional Elections
- e) 1 representative from each District Association within the Region; and
- f) 1 representative from each registered Club within the Region

(6) All other members shall have only observer status.

(7) The Regional Executive body shall comprise of the following members who shall be registered with the Federation:

- a) Chairperson elected at Regional Elections
- b) Vice Chairperson elected at Regional Elections



c) Secretary Elected at Regional Elections; and

d) Two other members seconded at Regional Elections and elected at Regional Elections

(8) A notice by a Regional Association for purposes of electing Regional Executives, filling vacancies in the Regional Executive body or amending its Rules and Regulations shall be sent out together with the Agenda and supporting documents at least Twenty-One (21) days to all members and associations entitled to attend and vote and to the Federation.

(9) Decisions at Regional Association meetings shall be taken by votes cast through secret ballots and shall be by simple majority. The Chairperson or in his absence the Vice Chairperson of the Regional Association shall preside at all Regional Association Meetings.

(10) In the event of deadlock in votes cast at a meeting under Article 15(8), the Chairperson or the Vice Chairperson of the Regional Executive Body as the case may be, shall break a dead in the results from votes cast at a Regional meeting.

(10) The quorum for a valid session of Regional Meeting of the Regional Association shall be *one-third* of the total membership of the Federation entitled to attend and vote under Article 15(5) above.

(11) Each member under Article 15(4) at a Regional meeting shall be entitled to only one vote.

### **Regional Executive Body**

(12) The structure of the Regional Executive Body shall as far as possible conform to the structure of the Executive Body of the Federation.

(13) The Executive Members of each Regional Association shall endeavour to convene a regional executive meeting at least once every quarter to deliberate on matters pertaining to the Regional Association.

(14) The Chairperson of the Regional Association shall preside over all regional executive meetings and in his absence the Vice Chairperson shall preside.

(15) Decisions and resolutions of the Regional Executive Body shall be by simple majority. In the event of a deadlock in votes cast at a meeting the Chairperson or presiding regional executive member shall have a second or casting vote.

(16) The quorum for a properly constituted Regional Executive meeting shall be *four (4) members* and shall include the Chairperson *or* the Vice Chairperson. A Regional

Executive member may join a meeting of the Executive meeting by the use of Internet or telephone conference facilities that permit him/her to effectively partake in discussions at Executive meeting in real time; in such instances such members would be deemed to form part of the quorum for the purposes of a Regional Executive meeting.

(17) Regional Executive members shall not act by proxy. A Regional executive member may, however in writing appoint another Executive member to act in his stead for a period not exceeding 120 days. Such elected member shall be entitled to act on the instructions of his appointer and be entitled to a personal vote and additional vote for his/her appointer at any meeting of the Regional Executive body.

### **Approval of Clubs**

(18) Regional Taekwondo Associations shall have the exclusive power to recommend Clubs in their respective regions that have met all the registration requirements set out in Article 15 (21) for registration with the Federation.

(19) All Regional Taekwondo Associations shall act in accordance with the guidelines they may be issued from time to time by the Federation.

(20) Each Regional Association shall at the minimum have a Regional Disciplinary Committee, a Technical Committee, an Organization Committee and Sponsorship Committee. The Regional Association shall select members of each of these committees, which shall consist of at least three (3) and at most five (5) members.

#### (21) Registration of Clubs

1. A Regional Taekwondo Association shall not recommend any Club for registration by the Federation unless the Regional Association is satisfied that the Club meets the following requirements:

(a) The Club has a safe environment for its students;

(b) The Club has at least one registered instructor or Coach;

(c) Protective gear for sparring;

(d) A First Aid Kit, which contains at the barest minimum the following items:

i Bandage

ii Analgesic (Painkiller)

iii Cotton balls

iv Plaster,

- v Gauze pads
- vi Hand gloves
- vii Methylated spirit
- viii Scissors,
- ix Liniments
- x Gentian violet; and
- xi Antiseptic wipes.

(22) A Club that is refused recommendation by a Regional Association may appeal the decision of the Regional Association to the Executive Board of the Federation for review. Decisions handed down by the Executive Board of the Federation on such matters shall be binding on the Club and Regional Association and the Regional Association shall comply with any consequential orders that are made by the Executive Board of the Federation.

(23) In the event that a Club falls short of any of these requirements stated under this Article after it has been registered, the Club shall within five (5) days inform the Regional Association and state when it shall remedy the default. A club, which fails to remedy the default within the time it proposes, shall have its registration revoked.

#### **ARTICLE 16- DISTRICT TAEKWONDO ASSOCIATIONS**

(1) There shall be, as far as is practicable, one District Taekwondo Association in each Metropolitan, Municipal or District Assembly in Ghana, which shall be registered with and affiliated to the Federation and the Regional Association in the Region in which the District Association is located. District Associations shall organize Taekwondo affairs and tournaments on behalf of the Federation at the District level.

(2) Each District Association shall have a codified set of Rules and Regulations that govern the operations of the District Association and clearly set out the powers and functions of the District Association.

(3) The Rules and Regulations of a District Association shall not be inconsistent with or repugnant to this Constitution, the Constitution of the relevant Regional Association (if any) and the WTF statutes (as amended from time to time).

#### **Elections at the District Level**

(4) Each District Association shall hold District Elections every four (4) years to elect District Executives to govern the affairs of Taekwondo in the District. A District

Association may however, hold District Elections at any time to fill a vacancy in the District Executive body or amend its Rules and Regulations .

(5) Each District Association shall comprise of the following members who shall be registered with the Federation:

- a) Chairperson elected at District Elections
- b) Vice Chairperson elected at District Elections
- c) Secretary Elected at District Elections; and
- d) Two other members seconded at District Elections and elected at District Elections
- e) 1 representative from each registered Club within the Region

(6) A notice by the District Association Meetings for purposes of electing District Executives, filling vacancies in the District Executive body or amending its Rules and Regulations shall be sent out together with the Agenda and supporting documents at least Twenty-One (21) days to all members and associations entitled to attend and vote and to the Federation.

(7) The decisions at District Association meetings shall be by way of votes cast through secret ballots and shall be by simple majority. In the event of a deadlock in votes cast at a meeting the Chairperson or presiding regional executive member shall have a second or casting vote.

(8) The quorum for a valid session of the District Association shall be *one-third* of the total membership of the Federation entitled to attend and vote under Article 15(5) above.

(9) Each member under Article 15(5) at a Regional meeting shall be entitled to only one vote.

### **District Executive Body**

(10) The structure of the District Executive Body shall as far as possible conform to the structure of the Federation.

(11) The Executive Members of each District Association shall endeavour to convene a District executive meeting at least once every quarter to deliberate on matters pertaining to the District Association.

(12) The Chairperson of the District Association shall preside over all regional executive meetings and in his absence the Vice-Chairperson shall preside.

(13) Decisions and resolutions of the Regional Executive Body shall be by simple majority. In the event of a deadlock the Chairperson or presiding regional executive member shall have a second or casting vote.

(14) The quorum for a properly constituted Regional Executive meeting shall be *four (4) members* and shall include the Chairperson *or* the Vice Chairperson. A District Executive member may join a meeting of the Executive meeting by the use of Internet or telephone conference facilities that permit him/her to effectively partake in discussions at Executive meeting in real time; in such instances such members would be deemed to form part of the quorum for the purposes of a District Executive meeting.

(15) District Executive members shall not act by proxy. A District executive member may, however, in writing appoint another Executive member to act in his stead for a period not exceeding 120 days. Such elected member shall be entitled to act on the instructions of his appointer and be entitled to a personal vote and additional vote for his/her appointer at any meeting of the Regional Executive body.

#### **ARTICLE 17-                          AMENDMENT**

The General Assembly shall at a General Meeting of the Federation have the power to amend the whole or part of this Constitution by a vote of not less than 75% of all members who are present and are entitled to vote on any matter at General Assembly.

#### **ARTICLE 18-                          ADVISORY COUNCIL**

(1) This Constitution hereby establishes the body known as the Advisory Council of the Federation (hereinafter called the ‘Council’).

(2) The members of the Council shall be selected be by the Executive Board of the Federation and shall be made up of long standing practitioners of the sport of Taekwondo and/or non-practitioners who have a passion for sport of Taekwondo. In the selection of the Council the Executive Board shall not discriminate any member on the basis of gender, tribe, religion, political affiliation or physical disability. The Executive Board as far as is practicable shall, in its selection of members to the Board, seek to create a gender diverse council.

(3) The Council shall consist of a minimum of five (5) and a maximum of seven (7) members, including a Chairman who shall be selected by members of the Council.

(4) The mandate of the Council shall be as set out in the Terms of Reference by the Executive Board from time to time. However, the council’s duty shall ultimately be to advise the Executive Board on matters that may be referred to it by the Executive Board from time to time.

(5) The Council in the exercise of its mandate shall upon the request of the Board, make recommendations to the Board. Recommendations made by the Council to the Executive Board shall purely be advisory or persuasive and the Board shall not be bound to apply or comply with such recommendations.

(6) The Executive Board reserves the absolute right to remove any member of the council or reconstitute or dissolve the entire Council at anytime. In the event that the Executive Board removes a member or members of the council or dissolves the council, the Executive Board shall within 5 days replace the member or reconstitute the Council.

(7) A member of the Council may resign from the Council at anytime by giving a written notice of his/her intention to do to the Executive Board fourteen (14) days prior to resigning.

#### **ARTICLE 19- THE DISPUTE RESOLUTION & APPEALS COMMITTEE**

(1) There Constitution hereby establishes a Committee called the Dispute Resolution and Appeals Committee (Dispute Resolution Committee) of the Federation.

(2) The Dispute Resolution Committee shall consist of at least 3 and at most 5 members (including the Chairperson) who shall be selected by the Executive Board of the Federation on the advice of the Advisory Counsel.

(3) The Dispute Resolution Committee shall under this Constitution perform the following functions:

a) Preside over and attempt to settle any dispute that may arise within the Federation;

and

b) Exercise Appellate Powers over all National and Regional Disciplinary Committees Decisions.

#### **(4) Dispute Resolution**

a) In the exercise of its Dispute Resolution powers, the Dispute Resolution Committee shall be the first venue/forum for the resolution of any dispute within the Federation and shall for the avoidance of doubt be deemed an internal dispute resolution avenue of first instance for the amicable settlement of any issues within the Federation.

b) In the exercise of its functions the Dispute Resolution Committee shall have the power to request for documentary and testamentary evidence.

c) The powers of the Dispute Resolution Committee shall only be invoked at the instance of Executive Board at the request of a registered entity or practitioner.

d) The Executive Board shall within fifteen (15) *weeks* of the adoption of this constitution publish detailed guidelines and procedures for seeking redress before the Dispute Resolution Committee by a registered entity or practitioner.

**(5) Appeals from National and Regional Disciplinary Committees**

(1) In the exercise of its appellate powers, the Dispute Resolution Committee shall have the exclusive powers to review all decisions made by the National Disciplinary Committee or the Regional Disciplinary Committee upon a request by an affected member or entity. Save that in the exercise of this power the Dispute Resolution Committee shall not have the power to review any other decision by any organ or body of the Federation beyond the decisions of National Disciplinary Committee or the Regional Disciplinary Committee.

(2) The Executive Board shall publish detailed guidelines and procedures for appeals against the National or Regional Disciplinary Committees.

**ARTICLE 20-                      INTERPRETATIONS**

In this Constitution unless the context otherwise requires,

“Federation” means the Ghana Taekwondo Federation