

# **BANGLADESH TAEKWONDO FEDERATION**

## **CONSTITUTION**

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# Bangladesh Taekwondo Federation Constitution

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# **Constitution**

## **Bangladesh Taekwondo Federation**

### **Article-1: Title and Area**

Remembering the name of Allah, the most gracious, the most merciful, this constitution is made with a view to keeping physically and mentally healthy through development, publicity, promotion, training and competition of Korean historical marshal art Taekwondo in the country and maintaining coordination of efficiency and desire of children, adolescents, young men and women through games as techniques of self-defense. This game is well known as a scientific, ultra-modern and fast applicable in current world. This game is globally famous and recognized in World Olympic, Bangladesh Olympic, Asian and SAFF tournaments. Taekwondo game will help people from all level of the country as a well-disciplined force and craftsmen to make a better country. All regions of Bangladesh will remain under this constitution aiming to make welfare of all kind of people across the country. The desire of such kind has been reflected below through the articles in the constitution below:

### **Article-2: Definition**

- 2.1 'Federation' means Bangladesh Taekwondo Federation and in short B.T.F.
- 2.2 'Member' means district sport association, services team recognized by Bangladesh Taekwondo Federation and approved clubs or associations.
- 2.3 'Executive Council' means executive council of Bangladesh Taekwondo Federation.
- 2.4 If a man or woman plays Taekwondo game as per rules of Bangladesh Taekwondo Federation and WTF, he/she would be called 'Taekwondo player'.
- 2.5 'General Council' means a council formed in coordination of all associations affiliated by the federation and members of this council will have voting right in election.

### **Article-3: Flag and Symbol**

- 3.1 Subject to approval of National Sports Council, this federation will have own flag which would be approved by general council.

**Article-4: Headquarters**

Headquarters of Bangladesh Taekwondo Federation will be located in capital city, Dhaka.

**Article-5: Objectives and goal of federation**

- 5.1 To maintain publicity, expansion, coordination and control of Bangladesh Taekwondo game.
- 5.2 To turn Taekwondo game into international standard.
- 5.3 To create sportsmanship among Bangladesh Taekwondo players.
- 5.4 To communicate with regional and international federation/affiliated districts and other organizations and to receive/confer recognition.
- 5.5 To make rules/bylaws as per constitution and if necessary, make rules and regulations beyond the constitution.
- 5.6 To preserve memories of veteran and well-known players.
- 5.7 To arrange regional, international, national and other competitions.
- 5.8 To take part in regional and international competitions.
- 5.9 To recognize association and club on the related game.
- 5.10 To arrange extensive Taekwondo training across the nation.
- 5.11 To publish books, newspapers, memoirs and periodicals on Taekwondo game.
- 5.12 To raise money by arranging different games or international games.
- 5.13 To arrange seminar, symposium, discussion and workshop etc. on Taekwondo game in national and international level.

- 5.14 To ensure discipline among affiliated sports associations/organizations/players and help avoid disagreement.
- 5.15 To form different committees and sub committees and to specify their area of work.
- 5.16 To mark the constitution of founders, chief treasurer/ trainers/ officials for the development of the Bangladesh Taekwondo Federation their memoirs will be displaying at the office.
- 5.17 To preserve necessary orders/circulars which may be helpful to aforesaid guidelines and collection of directives of Bangladesh government and national or international association concerned.
- 5.18 To arrange Selection, formation and practice of Bangladesh Taekwondo teams to International competitions at home and abroad and also raise money as grants.
- 5.19 To recognize the approved associations for holding competitions and provide as much as assistance.
- 5.20 To arrange nationwide training for Taekwondo players, coaches and referees.
- 5.21 To earn property, maintain for the sake of federation and distribute, if necessary.
- 5.22 To provide financial assistance for the poor/talented/disabled/organizers/ referees/trainers and rehabilitate them.
- 5.23 To provide technical assistance/grant to affiliated sports association/organizations.

#### **Article-6: Affiliated associations**

6.1 Subject to participating in national level sports competition, the associations below will be directly affiliated with Bangladesh Taekwondo Federation:

- 6.1.1 Bangladesh Army Sports Control Board
- 6.1.2 Bangladesh Naval Sports Control Board
- 6.1.3 Bangladesh Air Force Sports Control Board
- 6.1.4 Border Guard Bangladesh Control Board
- 6.1.5 Bangladesh Police Sports Control Board
- 6.1.6 Bangladesh Railway Sports Control Board
- 6.1.7 Bangladesh Ansar and VDP Sports Council
- 6.1.8 Each education board
- 6.1.9 Divisional sports associations
- 6.1.10 District sports associations
- 6.1.11 All university
- 6.1.12 Bangladesh Krira Shikkha Protishtan
- 6.1.13 Clubs approved by the federation

6.2 Except above mentioned associations (said in article 6.1), all other associations/ organizations willing to participate in any competitions will have to take approval of Bangladesh Taekwondo Federation to participate in any championship.

6.3 The above mentioned associations in 6.1 will pay affiliation fee fixed by the executive council

6.4 If an association fails to pay affiliation fee, its affiliation would be cancelled. In that case, to renew the further by paying dues and accepting punishment set by executive committee.

### **Article-7: General Council**

7.1 As the highest authority, Bangladesh Taekwondo Federation will have a general council.

7.2 The associations mentioned in 6.1 can be the member of general council. But they will have to fulfill terms and conditions described subsequently.

### **7.3 Eligibility of general council's member**

7.3.1 Clubs/autonomous bodies/corporations/units approved by Bangladesh Taekwondo Federation can be members of the general council as representative.

7.3.2 Persons who has been punished and expelled by the Bangladesh Taekwondo Federation cannot be member of the general council.

7.3.3 Representative of the associations mentioned in article 6 can be a member of general council as per statutory act of the federation.

7.3.4 Persons engaged in anti-state activities and anti-disciplined activities and convicted/insane cannot be a member of the general council.

7.3.5 Those districts, divisions, other associations and registered clubs have taken part in national competition or such competitions twice are eligible to send one representative. In order to be a voter, the team participating in the competition must organize yearly league/tournament and taekwondo must be included in the yearly calendar. Proof of this must be submitted to the Head Office excluding services teams.  
(District/Divisions/Clubs).

7.3.6 Organizations who reserve the voting right can send only one representative for casting vote in the election. But the organization must mention the nominee as a 'Taekwondo representative.

7.3.7 National Sports Council will nominate country's three renowned sports personality, organizer and donor as members of general council.

7.3.8 A nominee by Mahila Krira Sangstha will represent the Mahila Krira Sangstha.

7.3.9 Last elected general secretary of the federation will be the member of the general council.

7.3.10 Representative of Bangladesh Taekwondo Federation working in executive committee of world and Asian Taekwondo Federation will remain member of the general council till the tenure.

### **7.4 Term of the general council**

Term of the general council of Bangladesh Taekwondo Federation will be four years.

### **7.5 Scope of general council**

7.5.1 To prepare annual budget, fix income-expenditure, make plan for federation and provide assistance in implementation.

7.5.2 To provide assistance in preparation of constitution/rules/sub rules and amendment/changes/enlargement.

7.5.3 To take various steps for the implementation and development of federation works.

7.5.4 To help activities related to annual income and expenditure of federation.

7.5.5 To take part in activities organized by federation

## **Article-8: Meeting of general council**

8.1 Generally a meeting should be arranged of the general council in a year. But in any circumstances, there should be held at least two meetings in four years' time.

8.2 In special purpose, president may call meeting of general council in any other time of a year.

8.3 President may call a meeting of general council following written application of two-third members of general council.

### **8.2.1 Agenda of general council meeting**

To formulate budget of annual income-expenditure, fund-raising, training at home and abroad, taking part in competition, amendment of constitution, bylaws made, approval of annual sports calendar, approval of audit report, review report of general secretary and so on.

### **8.2.2 Quorum at the meeting**

Quorum in general meeting means presence of two-third members.

### **8.2.3 Emergency and Adjourned meeting**

Emergency meeting of general council can be called on the following written application by two-third members of general council on emergency or important matters. If the meeting of general council is not held for quorum crisis, in this case adjourned meeting can be called in any day, but no quorum is necessary for the meeting.

### **8.2.4 meeting Notice**

A. General meeting will be held in one month notice

B. This meeting can be called in any time in emergency need or due to important reasons in the light of written application of one-third members of the general council. In that case, the notice of the meeting should be served in 15-days.



## **Article-9: Cancellation of membership of general council**

- A) If he/she is convicted of criminal offenses;
- B) If he/she is punished and dismissed by federation for indiscipline;
- C) If his/her Bangladeshi citizenship is scrapped;
- D) If he/she violates article 6 of membership;
- E) If he/she steps down.

## **Article-10: Executive Council**

A 27 member executive council of the federation will be formed by the eminent officials/members.

### **10.1 Formation of executive council**

President	1
Vice president	4
General secretary	1
Joint secretary 2	2
Treasurer	1
Member	18
<b>Total</b>	<b>27</b>

**10.1.2** President of the federation will be nominated directly by the government under section 20 of National Sports Council act.

**10.1.3** Except president, from vice president to all other officials and members of the executive council will be elected through voting by the members of general council.

**10.1.4** A woman membership of executive council of Taekwondo Federation will be reserved.

**10.1.5** If any post of the executive committee lies vacant, in that case the council will fill up the post taking representative from general council.

**10.1.6** If the election not held in due time despite the tenure of the executive council is over, for the president of the federation discussing with general secretary will form a 15 member ad-hoc committee through National Sports Council for three months and the election will be completed

## **10.2 Terms of executive council**

Terms of members of executive council will be four years from the time of holding office. President of National Sports Council on specific reason asking opinion of two third members can cancel the executive council of federation.

## **10.3 Nomination/election of executive council members**

- A) Members of executive council will be elected through secret ballot.
- B) All except article 10.1.1 and 10.1.3 and 10.1.4 will have to be member of executive council through election.

## **10.4 Power, duties and responsibilities of Executive Committee:**

It will conduct competition, games operation, training, development and technical affairs, and help preparation budget, formulation income-expenditure, fund-raising etc. Engage in implementing decision of general council/executive council.

## **10.5 Meeting and quorum of executive committee**

Federation will hold three types of meeting.

A) **Special meeting:** President can convene a special meeting of the executive council in 7-day notice for special reason.

A-1) **Emergency and very urgent meeting:** This meeting can be called in 24 hours or less than short notice.

B) **Requisitioned meeting:** Following written application by the members of the executive committee, president will convene requisitioned meeting. Nothing but only topic mentioned in application will be discussed.

C) **Adjourned meeting:** If any meeting of executive council is not held due to quorum crisis, the meeting can be convened in any day but it is not necessary to have quorum in the meeting.

D) **Quorum:** Quorum in meeting means presence of one-third members.

## **10.6 Holding office by executive council**

Elected new executive committee will take over within 15 days after election. If any complexity appears within the time, president in own initiative will communicate with all concerned and take necessary steps of taking charge.

## **11. Duties and responsibilities of the executive committee**

### **11.1 President**

- A) He will be considered as the chief of executive council.
- B) Will manage all activities of the federation as its chief and perform all duties as per constitution.
- C) Will preside over meeting of federation.
- D) Can give casting vote in case of equal number of votes for and against of any decision of the federation.
- E) In case of instant decision on any important and urgent matter, discussing with general secretary can take necessary measures and decision. But subsequently it needs to be presented and approved in meeting of executive council.
- F) Can give his partial charge to vice president, if necessary.
- G) If any post of executive council falls vacant, he can nominate any other person subject to permission of executive council. But he must be member of the council.

### **11.2 Vice president**

- A) In absence of president, vice-president will preside over the meeting on the basis of seniority.
  
- B) Vice presidents as per seniority list will perform duties of president, but if it continues more than three years, in that case, National Sports Council should be informed the matter.

### **11.3 General Secretary**

- A) With the permission of president, general secretary will convene meetings of general council and executive council and record all minutes/proceedings. He will take measure to get approval for the minutes/proceedings in next meeting.
- B) He will assure of all documents, record and responsibility of property of the federation.
- C) Will maintain communication through letter on behalf of federation.
- D) Will discharge all works given by executive council.
- E) He will keep impress money fixed by executive committee for meeting emergency costs and will adjust after spending.
- F) He will remain general secretary in all sub committees formed by executive council.
- G) He will make monthly proceedings/implement decision and present it in next meeting.
- H) He will deliver the responsibilities of joint secretaries.

#### **11.4 Joint secretary**

In absence of general secretary, joint secretary-1 will perform duties and responsibilities of general secretary. Joint secretary-2 will perform given responsibilities according to instruction of general secretary.

#### **11.5 Treasurer**

- A) He will receive money of federation and deposit the same to bank account of federation within three days.
- B) Will operate account of income-expenditure of the federation and present it before executive council for approval.
- C) Will make annual budget and present it before the executive council for approval.
- D) Will prepare monthly statement of account and present it before executive council for approval.

#### **11.6 Member**

- A) Attending at the meeting of executive council, he will approve or recommend meeting work.
- B) Will perform properly any duty given by the executive council.
- C) Will perform any duty given by the president and the general secretary.

#### **Article-12: Formation of different sub committees**

Necessary number of sub committees should be formed for different games, trainings and activities. Executive committee will approve detailed rules, including their work scope.

#### **Article-13: Declaring executive committee membership vacant and cancelled**

##### **13.1 Reasons of being vacant**

- A) If he/she dies
- B) resigns
- C) If his membership is scrapped as per decision of the executive council.
- D) If he goes insane
- E) If he is convicted of criminal offense.

##### **13.2 Reasons of being scrapped**

- A) If he does something which goes against federation rules and regulations.
- B) If he remains consecutive absent in the three meetings of federation without showing valid reasons.
- C) If he does not help in work of federation.
- D) If he creates grouping
- E) If he is proved being biased in games.
- F) If he does not help to the decision of executive council or general council.

### **13.2 Filling up vacant post**

- A) If post of any member goes vacant, federation president will fill up the post after getting approval in executive committee meeting.
- B) If any member imposes punishment by the federation under article C and E of 13.1 and 13.2 and again applies for membership after withdrawn by appropriate authority or he himself makes correction and the application is accepted by federation, he can revive federation membership.

### **Article-14: Auditing account of federation and works statement**

Treasurer in association with general secretary will present annual activities and annual income-expenditure statement from July 1 each year to next year's June 30 for the approval of the general council and the executive council within 15 days after a financial year ends.

### **Article-15: Fund collection and operation**

- A) Received donation from government, National Sports Council, Bangladesh Olympic Association, donation/subscription received from association patron/collected money through games/money on account of advertisement, affiliation fee, exam fee, renewal fee, team entry fee, player registration fee would be considered as federation fund.
- B) All money regarding federation's income-expenditure will be deposited to federation's bank account in government, semi government/approved bank.
- C) Federation's bank account would be operated with the signatures of any two of president, general secretary and treasurer.

### **Article-16: Player welfare fund**

A player welfare fund would be formed by federation's general council member/executive member/renowned person/player/government, semi-government organization's donation/subscription/advertisement income. The money would be spent for the welfare of poor, helpless, talent, disabled and sick players. Players' welfare fund will be operated by a committee as per decision of the executive council.

### **Article-17: Financial Year**

Financial year means the period from July 1 to June 30 of next year.

### **Article-18: Qualification of taking part at home and abroad competition/other training programs/registration**

- A) Each district, division, association, club, educational institution/all general council member will have to pay fixed Tk 200 by July 31 every year. Otherwise, he/institution cannot participate in any programs/election.
- B) Federation members must be member of Taekwondo association.
- C) Services sports associations, Border Guard Bangladesh (BGB), Bangladesh Railway, Bangladesh Police, Bangladesh Ansar and VDP players will be consisted of players working respective associations and the association will have full control on the players.
- D) The institutions mentioned in article 6.1.1, 6.1.2 and 6.1.3 will keep their programs limited to their own association. Including any team of any club or association cannot arrange competition. But can arrange inter-university, inter-college and inter-school competition every year if wish. It requires having consistence with federation constitution. Aforesaid association trio can take part in invitation competition arranged by federation as per constitution.
- E) Will be consisted of students studying in Bangladesh Krira Shikkha Pratisthan said in article 6 and the institution will have full control on the players.
- F) Any Taekwondo player/club will have separate registration issued by federation.
- G) Any Taekwondo player cannot be registered by more than one club/association and cannot involve himself with any other marshal art such karate, judo, kung fu or wushu games. Federation can take punitive action against such players.
- H) Registered player will undertake he will follow rules of Taekwondo.
- I) Each member/club/association/institution included in federation will send list of full team, bio-data/photo to federation one month before foreign visit. Must take certificate of authorities concerned in this regard.
- J) Committee formed by federation will have full control on visit outside country/competition.

- K) An official of federation will submit a report to executive committee by 15 days after concluding overseas visit/participation in competition.
- L) All must follow any rules and sub rules made by federation before overseas visit/Taekwondo competition.
- M) Association concerned will be bound to give certificate for overseas visit/playing in exhibition match to the elected player in national team/competition.
- N) Team official/player will be finalized by federation's executive council/chief instructor.
- O) If any association/player concerned refrains from taking part in competition/joining team after being elected in national except just reason, executive council of federation can take punitive action against him/his team.
- P) According to WTF and federation's rules, sub rules, all competitions/games/training will be arranged and operated by federation.

#### **Article-19: Training and development affairs**

- A) Federation will have a chief instructor. He independently will manage development and training as per the decision of the executive council.
- B) Taekwondo federation's coach, referee and other officials/teams cannot operate activities at home and abroad without the permission of federation.
- C) It will require recommendation of executive council in case of appointing federation coach, referee.
- D) Any belt grading exam and result including syllabus of affiliated association/clubs will have to be approved and countersigned by the chief instructor of federation.

#### **Article-20: Annual sports calendar**

With approval of executive council, federation will send a sports calendar on annual programs, competition at home and abroad, training and development at the beginning of year to authorities concerned.

#### **Article-21: Decision/punishment/arbitration**

- A) If any rule or terms or problems what so ever are not mentioned in constitution, the decision taken by the executive committee would be deemed final.
- B) If any report regarding offense of any player is sent to executive council from clubs/associations and districts, executive council if necessary, can take any punitive action against the player and this would be deemed final.
- C) If any official/player/supporter of participating team's insults, humiliates, scolds and misbehaves with federation officials/members during, before or after the competitions,

considering importance of the offense, executive council can take punitive action against guilty/association/person.

D) All registered associations/players/trainers/referee/officials under Bangladesh Taekwondo Federation or person concerned instead of sheltering court in any controversial matter will settle the same both in compromise or can appoint a mediator. Decision of mediator on controversial matter will be final and no party can raise questions. Though there is such right in traditional law of country, it would be considered that the person/organization voluntarily gave up the right.

### **Article-22: Amendment of constitution/explanation**

A) For amendment, change or enlarge of any section or sub section of the federation constitution, after presenting at the executive council meeting and taking approval, the copy of constitution should send to all general members 15 days before the general meeting through notice. After it is being passed by two third vote in general council meeting, the same will be added in constitution.

B) Federation technical committee/chief instructor/general secretary will recommend/explain for changing section, subsection of federation constitution if necessary, will present to the executive council for approval.

### **Article-23: Election**

A) Regular subscriber each affiliated divisions, districts, associations, clubs, services sports associations, corporations, autonomous bodies, universities, education boards and institutions will take part in election.

B) The caretaker council will form a 3-member election commission before the election. Election commission will prepare all necessary procedures of election by making rules, announcing schedule and finalizing councilors.

C) According to rules of federation and by-laws of national sports council and authorities concerned, election will be held.

D) Whatever written or mentioned in the article of constitution, election commission, if necessary, would call for voting in specific place without annual general meeting or special general meeting and will hold the election.



7.3.5.1 The district and divisional/other association, which have taken part twice in national competition or equivalent competition, can send only representative in general meeting as member. Participating team requires holding annual league/tournament to be voter. Their calendar will contain Taekwondo affairs. On behalf, it will have to send documents to headquarters. (Except district/division/club/different forces association).

7.5.2.1 Assisting making constitution/rules/sub rules and amending/change/maintaining/evaluation and expansion.

### **11.3 General Secretary**

E) He can keep impress money in hand up to highest 100000/- fixed by executive committee to meet urgent expenses and will adjust including voucher.

### **Article-18: Qualification of taking part in domestic and overseas competition/other training programs/registration**

A) Each district, division, association, club, educational institution/all general council member will have to pay fixed Tk 1000 by July 31 every year. Otherwise, he/institution cannot participate in any programs/election.

D) The institutions mentioned in article 6.1.1, 6.1.2 and 6.1.3 will keep their programs limited to their own association. Including any team of any club or association cannot arrange competition. But can arrange inter-university, inter-college and inter-school competition every year if wish. It requires having consistence with federation constitution. Aforesaid association trio can take part in invitation competition arranged by federation as per constitution.

H) Registered player will undertake he will follow rules of Taekwondo.

### **Article-19: Training and development affairs**

D) Any belt grading exam and result including syllabus of affiliated association/clubs will have to be approved and countersigned by chief instructor of federation. It is must to inform headquarters before taking training programs.

### **Article-21: Decision/punishment/arbitration**

B) If any report about offense of any player is sent to executive council from club/association and districts, executive council, if necessary, can take any punitive action against the player and this would be deemed final.