



## ***ITF By-Law No. 1***

**Note:**

For clarity and to save space, the masculine is used exclusively in this document.  
The masculine includes the feminine wherever appropriate.

### ***1. Scope of Application***

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The International Taekwon-Do Federation (ITF) and all affiliated organizations operate in accordance with the Constitution as approved at the 14th ITF Congress in Warsaw, Poland, on June 13, 2003.

The By-Laws, Rules and Regulations supplement the Constitution and reflect the detailed policy of the ITF. The By-Laws must be in harmony with the Constitution; in case of conflict, the terms of the Constitution prevail.

### ***2. Communications***

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English is the official language of the ITF, but other languages may also be used when appropriate.

Meetings of the Board of Directors and of the various committees may be held in person, by telephone or by videoconferencing.

Official information may be transmitted through:

- a) ITF Newsletter, produced three times a year
- b) ITF Magazine, featuring in-depth articles, published once a year
- c) ITF's official Web site

Communications with members and practitioners may be by ground or airmail, facsimile, e-mail or the official ITF Web site.

### ***3. Guiding Principles***

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- a) Practitioners of Taekwon-Do (TKD) recognize that they are forever students of our Founder, General Choi Hong Hi. The ITF and its affiliated organizations will strengthen and promote the legacy of General Choi as described in his Encyclopedia of Taekwon-Do, notably the twenty-four patterns and the philosophy.
- b) The ITF belongs to all its members; it must work for its members and with its members to provide the services they need and want.
- c) The ITF and its affiliated organizations are always open to suggestions from members and

encourage innovative ideas.

- d) The ITF and its affiliated organizations are and must remain free of all political influence.
- e) All decisions made by the administrators of the ITF and its affiliated organizations must be fair, impartial, and justified.
- f) The ITF must play a proactive role in strategic areas such as communications and the development of ITF TKD in its four facets: as a sport and a martial art, but also as a way of life and a tool for social development.
- g) The ITF and its affiliated organizations must put maximum on-going efforts into building and maintaining an efficient structure and professional operations.
- h) All qualifications and promotions within the ITF and its affiliated organizations will be attributed according to merit and in conformity with well-established criteria.
- i) The key to the future development of the ITF and its affiliated organizations is its core group of Grand Masters, Masters and Instructors.
- j) Each individual who holds an official position in the ITF or an affiliated organization or is accredited by the ITF (including instructors, umpires, seminar leaders, examiners) must be an active member in good standing. This means he must have taken the appropriate courses, have the required certificates, and have paid all fees applicable. He must not be subject to disciplinary measures and must respect and apply the regulations of the ITF.
- k) The respect of hierarchy authority is an important principle in all martial arts. All members of ITF will respect those who are their seniors in the organization, particularly their teacher. On the other hand, the seniors will treat their students and other juniors with respect and fairness.

## **4. Structure**

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### **4.1 The Board of Directors**

The members of the Board of Directors serve a four-year term. Board Meetings are generally held twice a year. When possible, these meetings are planned to coincide with international events. In between meetings, on a monthly basis or for urgent business, Board Members will be contacted by e-mail or other means to vote or provide their opinion on subjects within their mandate. The Board:

- a) approves objectives, action plans and budgets
- b) amends and approves by-laws, rules, policies and procedures
- c) presents to Congress for approval any modifications to the Constitution that may become necessary
- d) participates in development and review of strategic planning
- e) for each Standing Committee, nominates a Chair and approves the list of committee members submitted by the Chair
- f) approves decisions of Masters Promotion Committee (including recognition of equivalencies)
- g) approves decisions of Technical & Instruction and Tournament & Umpire Committees
- h) ratifies decisions to accept new members
- i) makes final decisions about cases of discipline and expulsion
- j) makes decisions to take legal action when necessary
- k) takes any other actions within the mandate conferred by the Constitution and in the best

interests of the ITF and its members

## **4.2 The Executive Committee**

The Executive Committee is composed of the President, the Senior Vice-President, the Secretary-General, and the Treasurer.

The Executive Committee:

- a) executes decisions taken by the Board of Directors
- b) ensures day-to-day management of ITF
- c) may apply temporary disciplinary measures on a member or an individual, pending investigation and a decision by the Board of Directors

The Executive Committee may approve expenses up to 5,000.00 USD (five thousand United States dollars) per case.

## **4.3 The President**

As stated in the Constitution, the President “is responsible for the development and maintenance of policy affecting the affairs of the ITF” and “represents ITF in all international functions.”

The President oversees the general operations of the ITF.

The President chairs meetings of the Board of Directors, the Executive Committee, and the Congress, as well as other meetings involving the members of the Board of Directors and the Chairs of the Standing Committees. He is an ex officio member of all committees.

The President works with the members of the Board of Directors and with other advisors chosen for their knowledge and experience.

The office of the President is responsible for:

- a) strategy and orientation
- b) public relations (general public, other martial arts organizations, international sports organizations, etc.)
- c) communications (media interviews, Web site, press releases; ITF News and other publications)
- d) business and development (pilot projects, promotional missions, etc.)
- e) ethics and discipline

The President may authorize expenses of up to 12,000.00 USD (twelve thousand United States dollars) per year.

## **4.4 The Senior Vice-President**

The Senior Vice-President assists the President for specific files. He:

- a) analyses ITF revenues, reports and makes recommendations to the President regularly
- b) identifies and develops strategies to generate new revenues for ITF and ensures the implementation of these strategies
- c) is responsible for monthly follow-up on action plans with those responsible; reports results to the President
- d) provides solutions and resources necessary to reach objectives
- e) mediates conflicts
- f) may be given responsibility for specific files or projects

#### **4.5 The Vice-President - Technical**

This Vice-President is responsible for technical matters. He:

- a) develops and maintains relations with Grand Masters, Masters, and Instructors
- b) identifies their needs in technical matters
- c) conducts surveys, consultations, and analyses of technical needs
- d) brings technical concerns to the Board of Directors
- e) acts as liaison between the Board of Directors and the Technical & Instruction Committee
- f) ensures a “good fit” between technical decisions and administration
- g) welcomes and assists in integration of new Grand Masters, Masters, and Instructors.

#### **4.6 The Vice-President - Development**

This Vice-President is responsible for development. He:

- a) promotes development of ITF TKD in more countries, with more schools and more practitioners
- b) ascertains current status in each country and needs for development
- c) suggests short-term and long-term priorities in cooperation with Continental Federations
- d) works with Continental and National Federations on development plans and projects
- e) suggests and coordinates promotional missions

#### **4.7 The Secretary General**

The Secretary-General is responsible for administration. He:

- a) handles correspondence and queries about ITF
- b) forwards correspondence to appropriate officer or committee and ensures follow-up
- c) ensures regular dissemination to members of the Board of Directors and Chairs of Standing Committees of information pertinent to their mandates or of general interest
- d) is responsible for agenda, logistics, and minutes of meetings of the Board of Directors, of the Executive Committee, and of the Congress
- e) on a monthly basis, uses e-mail or other means to transmit to members of the Board of Directors documents about current files, requesting that they vote or give their opinion; ensures follow-up
- f) consults the President about actions to be taken in urgent matters
- g) processes membership applications
- h) maintains a filing system, including files on national and individual members
- i) issues all ITF certificates (International Instructors, Umpires, and Black Belts, seminar participation, International Instructor Training Certificate, etc.)
- j) monitors and controls use of ITF name, logo, etc.
- k) makes sure that the ITF name is registered as a trademark in all member countries
- l) and performs other administrative tasks as required

#### **4.8 The Treasurer**

The Treasurer:

- a) implements and maintains the ITF accounting system
- b) prepares the budgets for operations, development and promotion

- c) ensures application of appropriate policies and procedures for accounting
- d) produces detailed monthly and annual financial statements
- e) produces other financial reports as required
- f) communicates frequently with the President to provide feedback about the finances of ITF

## **4.9 The Standing Committees**

The Chair of each Standing Committee is selected by the Board of Directors. The Chair then submits to the Board of Directors for approval the names of the individuals proposed as members of that committee. From among the names submitted, the Board of Directors selects at least two, and no more than four, members for each committee. The Chairs and members of the Standing Committees serve a two-year term. The President of ITF is an ex officio member of all committees.

The Standing Committees:

- a) are empowered to promulgate and act according to their rules, which must not conflict with the Constitution or By-Laws, subject to approval of the Board of Directors
- b) on their own initiative or at the request of the Board of Directors, the Executive Committee or the President, give opinions, make suggestions and recommendations within the scope of their responsibilities
- c) apply all policies, rules, and procedures within the scope of their responsibilities
- d) set objectives, outline action plans, and identify resources needed to reach those objectives
- e) present a formal quarterly progress report to the Board

The Chair of each Standing Committee may authorize expenses of up to a total of 1,000.00 USD (one thousand United States dollars) per year.

If a member of a committee resigns or is otherwise unable to perform his duties, the Board of Directors may appoint another member to serve for the remainder of his term.

### **4.9.1 The Technical & Instruction Committee**

The mandate of the Technical & Instruction Committee is two-fold:

#### Technical

- a) settle differences in interpretation of ITF techniques
- b) prepare the program and organize the Annual Technical Conference
- c) collaborate with the Vice-President responsible for technical matters
- d) review documentation on techniques; examine how they are used and eliminate any contradictions
- e) answer technical questions from members
- f) consult members about their technical needs

#### Instruction

- a) review and redefines contents of training programs for all levels and all ages
- b) revise contents and organization of International Instructors Course in collaboration with the Continental Federations
- c) determine the qualifications necessary and develop a list of persons selected to give International Instructors Courses
- d) determine the qualifications necessary and select potential seminar leaders
- e) write and update model regulations for safety and quality of training
- f) develop and update training tools (techniques, mental development, moral culture, ethics,

etc.) using all available media

#### **4.9.2 The Tournament & Umpire Committee**

The responsibilities of the Tournament & Umpire Committee include the following:

##### Tournament

- a) modernize rules of competition to promote safety, ensure fairness, and enhance ease of understanding
- b) ensure application of rules of competition
- c) introduce use of computers and other new technology for tournament organization and scoring
- d) assist and supervise preparations for World Cups and World Championships and report results to the Board periodically
- e) provide on-site management of these events
- f) develop guides about how to organize a competition at the national and international levels
- g) develop a model business agreement between ITF and a competition organizing committee and follow-up to ensure it is respected
- h) establish a policy for the selection of venues and hosts for World Cups and World Championships; receive applications from organizing committees, and present the qualified candidates to the Congress Meeting where the decision is put to a vote

##### Umpire

- a) qualify and train class A umpires
- b) monitor qualification and training of class B and C umpires
- c) assign umpires for World Cups and World Championships
- d) monitor performance and conduct of umpires

#### **4.9.3 The Ethics & Discipline Committee**

The responsibilities of the Ethics & Discipline Committee include the following:

- a) develop and promote a Code of Ethics
- b) promote awareness and knowledge of ethical issues among members
- c) develop and conduct seminars on ethics and related topics, in collaboration with the Technical & Instruction Committee
- d) develop and update tools for teaching ethics and moral culture, in collaboration with the Technical & Instruction Committee
- e) provide advice and consultation to members on ethical issues and related matters
- f) develop and apply a decision-making process to review ethics complaints
- g) negotiate informal resolutions of ethics complaints; if necessary, refer complaints to the Board
- h) study and recommend principles, policies, and procedures for cases warranting suspension or expulsion
- i) conduct preliminary investigations of unethical conduct by ITF members particularly in cases of violation of the ITF Constitution, By Laws, policies, or standards
- j) make formal ethics complaints to the President when warranted

#### **4.9.4 The Masters Promotion Committee**

The responsibilities of the Masters Promotion Committee include the following:

- a) define criteria for promotion to titles of Master and Grand Master

- b) receive membership applications, conduct examinations, and make recommendations for Black Belts 7th degree and higher
- c) define promotion criteria for all levels, colors and Black Belts
- d) develop Examiner's Guide and pertinent evaluation forms
- e) develop and conduct seminars for examiners

#### **4.9.5 The Business Development Committee**

The Business Development Committee assists the ITF, its national members, and its Instructors to develop and manage their business. The responsibilities of the Committee include the following:

- a) develop courses and offer training in business development (planning, marketing, sales, public relations, management, motivation)
- b) organize and present seminars on how to set up a TKD school and run it as a successful business
- c) on request, support National Associations by providing assistance for strategic planning, pilot projects, and financing
- d) suggest programs for social development and possible sources of financing

#### **4.9.6 The Communications Committee**

The Communications Committee ensures the quality of communications, both internal and external. Responsibilities include:

- a) develop and maintain an ITF Web site that is attractive, informative, interactive, and user-friendly
- b) update information on ITF Web site regularly and frequently in collaboration with affiliated organizations
- c) publish the ITF Newsletter three times a year, on the Web site for downloading or on paper
- d) publish the ITF TKD Magazine, featuring in-depth articles, once a year
- e) establish contacts for coverage by major martial arts magazines and other media
- f) sign advertising contracts with major martial arts publications
- g) develop an image of the ITF as a dynamic, growing organization that listens to and helps its members; promote that image
- h) prepare an information kit about the ITF
- i) planning and implementation for communications
- j) relations with the press and public relations

#### **4.10 Continental Federations (CF)**

Continental Federations are legally registered democratic organizations, structured in harmony with the ITF Constitution, which group the National Associations and Allied National Associations on their continent. The Continental Federation of each continent:

- a) represents the ITF for that continent and may not be a member of any international Taekwon-Do body other than ITF.
- b) assures the respect and implementation of ITF By-Laws, policies, standards, and rules by National Associations and Allied National Associations on that continent
- c) ensures that all Black Belts and all Taekwon-Do teaching members and examiners have official ITF certification and that all country members are members of ITF, in collaboration with National Associations and Allied National Associations

- d) collaborates in the preparation of the yearly ITF calendar of competitions and other activities
- e) organizes and coordinates tournaments between member countries on their continent, with ITF approval
- f) organizes seminars and other activities, with ITF approval
- g) coordinates the timing of regional events such as seminars and international courses taking place on that continent
- h) in the first month of each calendar year, sends a report to the Board of Directors (on the forms provided)
- i) may collect fees from their member countries, with the approval of the Board of Directors
- j) may receive commissions on sales of ITF-approved items (doboks, equipment, etc.) as a result of agreements between ITF and manufacturers

One **Continental Federation Representative** is delegated by each Continental Federation. He:

- a) acts as liaison or facilitator between his Continental Federation and ITF
- b) coordinates and assists ITF for activities and visits
- c) provides information about conditions in his continent
- d) suggests and collaborates on development projects
- e) makes suggestions and collaborates with the chairs of ITF Standing Committees to realize their action plans and special projects
- f) may be given responsibility for special projects

#### **4.11 National Associations (NA)**

The National Association in each country is a “national member” of the ITF. It:

- a) is a legally registered democratic organization, structured in harmony with the ITF Constitution, which may include regional associations in that country
- b) sends one delegate to the Continental Federation and to the ITF Congress meeting
- c) represents the ITF for that continent and may not be a member of any international Taekwon-Do body other than ITF.
- d) assures implementation and respect of the ITF Constitution, By-Laws, policies, standards, and regulations
- e) ensures that all Black Belts, teaching members, and examiners have official ITF certification
- f) may issue national Black Belt Certificates, checking with ITF before doing so to make sure that the candidate has a valid ITF Black Belt Certificate for that degree; the ITF Black Belt Certificate number must appear on the national Black Belt Certificate
- g) organizes and coordinates annual national tournaments in that country as well as other activities
- h) holds national trials to select individuals and teams to represent its country for official international events such as Continental and World Championships, including all ITF practitioners in the country whether they are affiliated with the National Association or with an Allied National Association
- i) ensures that only those authorized by ITF are involved in the manufacture, distribution, and sale of doboks, equipment, badges, and other items bearing the logo and/or the name of ITF
- j) in the first month of each calendar year, makes a report to the Board of Directors (on the forms provided)
- k) collects membership fees and remits appropriate amounts to ITF

#### **4.12 Allied National Associations (AA)**

In addition to the National Association in a country, the Board of Directors may recognize a group of persons and/or an association as an Allied National Association (AA). Normally, to be eligible to apply for recognition as an AA, a group must have at least five schools or at least 20 holders of Black Belt Degrees.

An Allied National Association:

- a) must practice Taekwon-Do as taught by the founder of TKD, General Choi Hong Hi, and act in accordance with the ITF Constitution, By-Laws, policies, standards, and regulations
- b) must not be a member of any international Taekwon-Do body other than ITF
- c) must be a legally-registered democratic organization, structured in harmony with the ITF Constitution
- d) must be headed by a person holding at least a 4th Degree Black Belt membership, certified by ITF
- e) must ensure that all Black Belts, teaching members, and examiners have official ITF certification
- f) may issue national Black Belt Certificates, checking with ITF before doing so to make sure that the candidate has a valid ITF Black Belt Certificate for that degree; the ITF Black Belt Certificate number must appear on the national Black Belt Certificate
- g) must coordinate with the National Association to submit names of individuals and/or teams for Continental and World Championships
- h) must ensure that only those authorized by ITF are involved in the manufacture, distribution, and sale of doboks, equipment, badges, and other items bearing the logo and/or the name of ITF
- i) must make a report to the Board of Directors in the first month of each calendar year (on the forms provided)
- j) must collect membership fees and remit appropriate amounts to ITF

#### **4.13 ITF TKD Schools, Clubs and Training Centers**

To be recognized by ITF and its affiliated organizations, a TKD school, club, or training center must:

- a) be directed by an International Instructor who meets the conditions described in Article 7.1.2 a) or by a lower degree Black Belt member who is supervised by an International Instructor,
- b) teach TKD according to the ITF technical system and philosophy as described in General Choi's Encyclopedia of Taekwon-Do,
- c) operate in accordance with the ITF Constitution, By-Laws, policies, standards, and rules.

#### **4.14 Individual Black Belt Members**

To be recognized by ITF and its affiliated organizations, a Black Belt member must be the holder of an ITF Black Belt certificate.

### ***5. Instructors and Plaque***

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Each individual teaching member - Grand Masters, Masters, Instructors, and Assistant Instructors - must have a valid teaching license, known as a "plaque".

The application of a candidate for a teaching license must be approved by the National Association or

an Allied National Association. This approval will be given only for those applicants who train regularly and have attended teaching courses offered by the National Association during the period preceding the application.

Starting January 1<sup>st</sup>, 2004, the plaque fee is 60.00 USD for one year or 100.00 USD for two years. The plaque fee applies to calendar years and is due on the first day of November preceding the beginning of each calendar year.

This fee is collected by the National Association or Allied National Association, which keeps 10.00 USD (or 15.00 USD for two years) and remits 50.00 USD (or 85.00 USD for two years) to the Treasurer along with an information form for each plaque holder.

The National Association or Allied National Association will use the funds collected to pay for travel to participate in official ITF activities (such as the ITF Congress Meeting, Annual International Technical Conference, World Championship, World Cup).

Upon receipt of the application approved by the NA or AA and the plaque fee, the Secretary General will issue or renew the teaching license for the applicant.

## **6. International Activities**

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An **International Instructor, Master or Grand Master** may teach in countries other than his home country only with the approval of the Chair of the Technical & Instruction Committee.

A **seminar leader** may present seminars in countries other than his home country if he has been invited by the National Association or Allied National Association of that country and if the Chair of the Technical & Instruction Committee has approved.

An **examiner** may grade candidates in countries other than his home country if he has been invited by the National Association or Allied National Association of that country and if the Chair of the Masters Promotion Committee has approved.

Anyone who wishes to **develop ITF Taekwon-Do** in regions not yet served by ITF must present his project to the Chair of the Business Development Committee and the project must be accepted by the National Association or Allied National Association responsible for that region, if any. The ITF Board of Directors makes the final decision.

## **7. Qualifications**

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### **7.1 Requirements**

#### **7.1.1 Black Belt Membership Degrees**

Before applying for testing for a Black Belt membership degree, the candidate must have completed the required waiting period. Therefore, the original of the ITF Black Belt membership card or certificate indicating the degree held currently and the promotion date must be shown to the Examination Committee prior to the grading.

<b>grading</b>	<b>waiting period</b>	<b>additional requirements</b>
1st to 2nd degree	18 months	
2nd to 3rd degree	2 years	

Note: The waiting period for advancement from 1<sup>st</sup> to 2<sup>nd</sup> degree or from 2<sup>nd</sup> to 3<sup>rd</sup> degree will be reduced by a maximum of three months if the candidate takes an International Instructors Course during the waiting period. In that case, the International Training Certificate number for the course must

be provided when applying for grading.

grading	waiting period	additional requirements
3rd to 4th degree	3 years	minimum age: 18 years
4th to 5th degree	4 years	completion of at least one International Instructors Course during each waiting period (This course also counts for the requirement for the teaching plaque. See Article 5 of this By-Law.)
5th to 6th degree	5 years	
6th to 7th degree	6 years	
7th to 8th degree	7 years	
8th to 9th degree	8 years	

Notes:

1)	Starting with the 4 <sup>th</sup> degree, the waiting period for advancement from one degree to the next will be reduced by a maximum of six months if the candidate takes a second International Instructors Course during that waiting period. In that case, an International Training Certificate number for each of the courses must be provided when applying for grading.
2)	In special circumstances and to further the development of the ITF, the President may approve a reduction in the waiting period for promotions up to 6th degree.
3)	For promotions to 7th and 8th degrees, in special circumstances and to further the development of the ITF, the Masters Promotion Committee may make a recommendation for the reduction of the waiting period, subject to approval by the Board of Directors.

The candidate for Black Belt membership 7th to 9th degrees submits his curriculum vitae, a cover letter highlighting his contributions to Taekwon-Do, and a thesis about Taekwon-Do.

The President of the National Association or Allied National Association signs the candidate's forms and forwards them with the appropriate fee to the ITF within one month of the grading date. The new degree holder will receive two official ITF documents (a large certificate and a card with photograph of the holder) and an ITF degree pin.

### 7.1.2 International Instructors

The International Instructors Course is open to Red Belts, Black Belts, Instructors, and Masters. The Continental Federation or National Association organizing the course must have received the approval of the Chairman of the ITF Technical & Instruction Committee. A minimum of two course leaders is required: one accredited by ITF and one designated by the Continental Federation. Participants receive an International Training Certificate.

- a) An **International Instructor** is an individual who:
  - is at least 21 years old
  - is at least a 4th Degree ITF Black Belt member
  - has passed the required International Instructors Course
  - is the holder of an International Instructor Certificate
  - has a valid ITF teaching plaque

### b) Contents of International Instructor Course

### for Black Belts 3rd Degree and above:

- patterns from Chon-Ji through Tong-II, according to level
- steps, traditional and sports sparring
- self-defence
- TKD philosophy
- how to teach the Do
- Umpire theory lessons and practical training
- ITF Umpire qualification "A" class
- ITF Umpire qualification "B" class
- tournament organization
- possibility of grading for up to 6th Degree Black Belt
- qualification for ITF International Instructor (4th degree and higher)

### c) Contents of International Instructor Course

#### for Red Belts (Kup 1 & 2) and Black Belts 1st & 2nd Degrees:

- secrets of training in TKD
- Theory of Power in TKD
- patterns from Chon-Ji through JUCHE, according to level
- steps, traditional and sport sparring
- self-defense
- the meaning of the Do
- tenets of TKD and student oath
- ITF TKD protocol
- introduction to teaching TKD
- Umpire theory lessons and practical training
- ITF Umpire qualification "B" class
- tournament organization
- possibility of grading for up to 3rd Degree Black Belt

## 7.2 Grading

### 7.2.1 Promotion

- a) Promotion to **7th, 8th or 9th Black Belt** Degree membership will be conferred by the Masters Promotion Committee.
- b) Promotion to **6th Degree Black Belt** membership will be organized and authorized in writing by the National Association or Allied National Association and conferred by an ITF Master (8th or 9th degree) appointed by the Technical & Instruction Committee.
- c) Promotion to **5th Degree Black Belt** membership will be organized and authorized in writing by the National Association or an Allied National Association and conferred by an ITF Master (7th, 8th or 9th degree) appointed by the Technical & Instruction Committee.
- d) Promotion to **4th Degree Black Belt** membership will be organized and authorized in writing by the National Association or Allied National Association and conferred by an ITF Master (7th, 8th or 9th degree) appointed by the Technical & Instruction Committee.
- e) Promotion to **3rd Degree Black Belt** membership must be authorized by the National Association or Allied National Association and conferred by an ITF International Instructor (6th degree Black Belt or higher).
- f) Promotion to **2nd Degree Black Belt** membership must be authorized by the National Association or Allied National Association and conferred by an ITF International Instructor

(5th degree Black Belt or higher).

g) Promotion to **1st Degree Black Belt** membership must be authorized by the National Association or Allied National Association and conferred by an ITF International Instructor (4th degree Black Belt or higher).

h) Candidates for **kup grades** are graded by International Instructors who are 4th Degree Black Belt members and higher.

## **7.2.2 Instructors**

Instructors are selected among the 4th to 6th Degree Black Belt members and approved by their National Association or Allied National Association.

## **7.2.3 Assistant Instructors**

Assistant Instructors are selected among the 1st to 3rd Degree Black Belt members and approved by their National Association or Allied National Association.

## **7.2.4 Grades (Kup)**

There are ten kup grades from 10th grade (white belt) to 1st grade (red belt with black stripe). Kup certificates are issued by the National Association or Allied National Association.

## **7.3 Membership Fees**

Membership fees are set by the Board of Directors and may be amended at any time by the Board. All fees payable to ITF must be remitted to the ITF Treasurer.

### **7.3.1 Black Belt Membership Degrees**

The price list is confidential. It is only available to National Associations & Allied National Association.

### **7.3.2 International Instructor Course Fees**

The fees are confidential. They are only available to National Associations & Allied National Association.

### **7.3.3 International Umpire Fees**

The fees are confidential. They are only available to National Associations & Allied National Association.

### **7.3.4 Other Fees**

The fees are confidential. They are only available to National Associations & Allied National Association.

### **7.3.5 Reduced Fees**

ITF shall define a policy of reduced fees for teaching plaques and Black Belt degree memberships for individual members in developing countries. The formula used to preclassify those countries will be based on that of the World Bank Group, but each country must present an

official request for consideration by the Board of Directors.

Fees for International Instructor Courses may be adjusted, depending on the number of participants.

Reduced fees are granted on the understanding that the reduction will be passed on to the students.

#### **7.4 Titles & Functions of Black Belt Teaching Members**

- a) 9th degree, **Grand Master**, will be addressed as SASUNG NIM. Their position in the ITF will be decided by the Board of Directors.
- b) 8th and 7th degree, **Master**, will be addressed as SAHYUN NIM. Their position in the ITF will be decided by the Board of Directors.
- c) 6th, 5th, and 4th degree, **Instructor**, will be addressed as SABUM NIM.
- d) 3rd, 2nd, and 1st degree, **Assistant Instructor**, will be addressed as BOOSABUM NIM.

### **7.5 Hierarchy**

#### **7.5.1 Seniority among Members**

Seniority is established according to grade or degree. If two members hold the same degree, seniority will be established according to the following rule:

- a) The date on the grade or degree certificate determines seniority;
- b) If two members hold the same grade or degree and their certificates were issued on the same date, the one who started practicing Taekwon-Do earlier will be considered senior;
- c) If the above criteria are not decisive, the person with the earlier date of birth will be considered to be senior.

#### **7.5.2 Respect & Affiliation**

a) The student owes respect, loyalty, and gratitude to his teacher all times because of the teaching and guidance he has received. Therefore, as the student progresses to higher levels in ITF Taekwon-Do, he continues to work in affiliation with his teacher. Exceptionally, a student may reach a higher Black Belt degree than his teacher, who may have interrupted his training for some reason. Nevertheless, the student must show a special regard for that former teacher.

b) Income from the operations of an ITF-accredited school, such as examination fees, can be divided between the Master and the instructors of that school according to the policies established by the Board of Directors.

#### **7.5.3 Arbitration**

a) Sometimes, particular circumstances make it difficult for a student and his teacher to continue working in harmony. The student may request permission from the National Association and/or the Allied National Association to change to another teacher. If either party is not satisfied with the results of that intervention, they may appeal to the ITF Board of Directors, who will consider the case and make the final decision. As a general principle, ITF Taekwon-Do teachers may not recruit students from another teacher who is a member of the ITF. If the student's current teacher and the prospective teacher agree, the student may be transferred.

If the current teacher does not agree to the transfer, the prospective teacher may apply to the National Association and/or Allied National Association for permission to accept the student. A

decision at the national level may be appealed to the ITF Board of Directors, who will make the final decision.

#### 7.5.4 Sanctions

Those who violate the provisions described in articles 7.5.3 and 7.5.4 will be subject to disciplinary action by the ITF. After investigation, the ITF Ethics & Discipline Committee may recommend that the Board of Directors apply sanctions, which may include expulsion.

## 8. Dress Specifications

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### 8.1 Dobok:

All ITF TKD practitioners must wear the current ITF-approved dobok, introduced in 1982. The dobok consists of a shirt, pants, and a belt.

- a) **Grade members (color belts)** wear the basic uniform:
  - The shirt and pants are white
  - The ITF badge is worn on the left-hand side of the shirt front at chest level
  - On the back of the shirt is a logo which symbolizes an evergreen tree and incorporates the word “Taekwon-Do” in English and Korean as well as the letters “ITF”
  - On the outside of both pant-legs, at knee level, appear the letters “ITF”
- b) **Black Belt members 1st to 3rd Degree** wear the basic uniform with the addition of black piping three centimeters wide around the bottom edge of the shirt.
- c) **Black Belt members 4th Degree and above, not qualified as International Instructors** wear the basic uniform with the addition of black piping three centimeters wide around the bottom edge of the shirt and a vertical black stripe three centimeters wide on the outside of both pant-legs.
- d) **International Instructors (including Masters and Grand Masters)** wear the same uniform as degree members with the addition of a vertical black stripe three centimeters wide on the outside of each sleeve of the shirt and both of the pant-legs.

### 8.2 Belt:

a) The belt is five centimeters wide and five millimeters thick. It is worn wrapped around the body once.

b) There are six colors of belts:

color	rank
Black	9th to 1st degree
Red with black stripe	1st grade (kup)
red	2nd grade (kup)
blue with red stripe	3rd grade (kup)
blue	4th grade (kup)
green with blue stripe	5th grade (kup)
green	6th grade (kup)
yellow with green stripe	7th grade (kup)
yellow	8th grade (kup)

white with yellow stripe	9th grade (kup)
white	10th grade (kup)

- c) The stripe on one end of the belt that indicates 9th, 7th, 5th, 3rd, or 1st kup, is five millimeters wide. The distance between the stripe and the end of the belt is five centimeters.
- d) The level of Black Belt degree membership is written in gold-colored Roman numerals at one end only of the belt.
- e) A grade or degree holder may add his name and surname in gold letters as well as the name "ITF" and/or of the National Association or Allied National Association.

## **9. Administration**

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### **9.1 Policies, Procedures, Rules & Standards**

In order to facilitate the application of this By-Law, the Board of Directors may issue and apply policies, procedures, rules, and standards on various subjects, such as the criteria for admission and re-admission to membership in the ITF, acceptable equivalencies for degrees, the division of monies collected for examination fees or from the sale of doboks and equipment, etc.

### **9.2 Remittance of fees**

All fees remitted by Continental Federations, National Associations, and Allied National Associations, as well as those paid directly to ITF, should be sent to the Treasurer for deposit in the ITF account.

### **9.3 ITF Certificates & Plaques**

The Secretary General issues all official ITF degree membership certificates, teaching plaques, attestations of participation, and other certificates.

Each certificate bears a reproduction of the signature of the Founder of Taekwon-Do and the ITF, General Choi Hong Hi, and the signature of the current ITF President.

### **9.4 Reimbursement of Expenses**

- a) The Senior Vice-President will develop and update a policy and procedures for the reimbursement of expenses for the approval of the Board of Directors.
- b) Eligible expenses incurred by the members of the Board of Directors and the Standing Committees while carrying out their duties will be reimbursed if they were included in a budget approved by the Board of Directors. Requests to cover unbudgeted expenses will receive individual consideration by the Board of Directors, but such requests should be presented before the expenses are incurred.
- c) To be eligible for reimbursement, expenses must be reasonable. Eligible expenses may include the cost of: travel (transportation, accommodations, meals, etc.), meetings (facilities, documents, etc.), communications (telephone, fax, Internet access, etc.), office supplies and equipment, purchase of publications and subscriptions, registration fees for conventions and other meetings, membership in certain organizations, and consultants fees.
- d) Requests for reimbursement must be made on the form provided and include original receipts for all expenses. They must be forwarded to the Treasurer every quarter or more frequently.
- e) The Treasurer will verify that the reimbursement requested falls within the guidelines, obtain approval from the President, the Senior Vice-President, or the Chair of the Standing Committee, as appropriate, and proceed with the reimbursement.

## ***10. Honorary Members & Distinctions***

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The Board of Directors, on a recommendation from one of its members, a Chair of one of the Standing Committees, or a president of a Continental Federation, a National Association or an Allied National Association, may bestow on deserving individuals such honors and distinctions as they see fit.

## ***11. Amendments to By-Laws***

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This By-Law may be amended at any time by a majority vote of the Board of Directors.