



International Taekwon-Do Federation



BY-LAWS TO CONSTITUTION

**ITF HQ
Vienna, Austria
2016**

The By-Laws to the Constitution of ITF, and Instructions and Appendices attached hereto shall complement the Constitution, additionally confirm and regulate those articles not specified in the ITF Constitution.

Those necessary items not stated in the By-Laws to the Constitution of the ITF and Instructions and Appendices shall be addressed and decided at the ITF EB meeting in conformity with the ITF Constitution, the By-Laws to the Constitution of the ITF and Instructions and Appendices whenever such items may require attention. All these regulations and items shall serve as guidelines for all ITF activities. Therefore, the By-Laws and Instructions and Appendices attached hereto shall have a full legal force and effect in the same manner as the Constitution.

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By-Law to CHAPTER 2: Name, Domicile, Emblem, Flag, Official Languages, Financial Resources and Legal Status of ITF

By-Law to Article 2: Domicile

Domicile of the ITF Headquarters is decided at the Executive Board. At least one person among the President and Vice-Presidents must be permanently stationed at the Headquarters and shall work with the necessary number of staff the President appoints, the Secretary General and Director of Finance & Administration. Local people from the country of residence may be employed to maintain the smooth running of the Headquarters. In case the President and the Vice-President are both absent for an unavoidable reason, the Secretary General shall be authorized to sign all the necessary documents to run the Headquarters, including legal or financial documents, on behalf of them.

By-Law to Article 10: Legal Status

Settlement of any suit or dispute that may arise in relations with any individual, organization, body or enterprise out with the ITF shall be in conformity with the Laws of the country where the ITF Headquarters is located.

By-Law to CHAPTER 4: Organizational Structure

By-Law to Article 3: Executive Board

Executive Board members shall submit to the President a report on the activities related not only to their own country, but also to the adjacent countries, at least two (2) times every year and present at least one constructive proposal for the development and consolidation of the ITF every year. Constructive proposals should be made on a regular basis. Any EB member who is absent, without any prior notice of a due reason, from an EB meeting which is held during the ITF Taekwon-Do World Championships or the Junior & Veteran World Championships shall not be offered their travel expenses by the ITF for the next EB meeting. In case an EB member is absent from three (3) EB meetings in succession, he or she shall be automatically disqualified from EB membership.

By-Law to Article 4: President and Honorary Life President

May designate his or her entrusted representatives for certain tasks or missions. The President shall only be required to inform the Executive Board, in writing, of such designations. May nominate the Spokesperson for the Federation.

The Executive Board must approve the Spokesperson. The Executive Board shall inform the Congress of the nomination.

The Spokesperson shall wholly and exclusively represent the Federation, and subject to prior approvals, in writing, of the President and the Executive Board having been obtained, the Spokesperson may make such announcements, expression of opinions and policies on particular issues, confirmation of the Federation's position and answers to questions. The Spokesperson's announcements represent the official position, viewpoint, comments, analysis

and explanation of the Federation. May appoint his or her special assistant following consultation with the Executive Board.

By-Law to Article 6: Senior Vice-President and Vice-Presidents

They can be authorized by the President to represent the Federation.

By-Law to Article 7: Secretary General of ITF Headquarters

The Secretary General, in cooperation with Director of Finance & Administration, shall provide the EB members with bed and board during the EB meeting, Congress, Championships and other functions. The Secretary General shall represent the Federation in relation with the other organizations and bodies.

By-Law to Article 8: Director of Finance & Administration

Collects and keeps an account of all obligatory fees such as membership fees to be paid by member organizations and individuals, as decided by the Congress. Failure to pay such fees within the appointed time will result in the disqualification of the organization or individual for the right to speak or vote at the Congress.

- In case a member of the Federation is required to travel for a certain task, his or her travel expenses, board and lodging shall be borne by the Federation.
- The Director of Finance and Administration is obliged to make necessary payments.

By-Law to CHAPTER 5: Committees of the ITF

By-Law to Article 1: Powers and Functions of Committees

The Standing Committees have the power to make decisions within their respective fields. However, the Chairmen of the Standing Committees are required to have the decisions approved by the EB and should implement them and be responsible for the development of these decisions and presentation before the President and the EB. They shall work under the supervision and approval of the ITF Headquarters which includes sending regularly a work report to the ITF Headquarters, etc.

By-Law to Article 2.1: The Technical & Education Committee

- Shall protect and maintain the authenticity of the original Taekwon-Do techniques and theory as created and completed by the Founder Choi Hong Hi and ensure that no pseudo Taekwon-Do techniques and theory misusing the Founder's name may be allowed to corrupt or adulterate the original ones.
- Shall constantly defend, succeed and further develop Taekwon-Do techniques, theory, principles of the teaching method and its original properties studied and developed by the Founder.
- Shall put great emphasis on spiritual education in Dojangs affiliated to the National Associations and supervise and collaborate in teaching students based on the scientific teaching method of original Taekwon-Do.
- Shall draw up curricula of Technical Courses and International Instructor's Courses and supervise and control the course conductors, appointed by the Federation, so that they

should following the curricula. Particularly, in the case of International Courses, it shall conduct training and refreshment education of the International Instructors and carry out a strict qualification examination on them.

- Shall be in charge of disseminating up-to-date Taekwon-Do techniques and theories, innovative training methods and equipment in various ways and means, such as through the Website of the Federation.

By-Law to Article 2.2: The Tournament Committee

- Shall exercise overall guidance and supervision over the preparation, organization and progress of the World Championships, Continental Championships and any other international tournaments sanctioned by the Federation and shall make sure that all the competitions proceed in conformity with the Tournament Rules and Regulations.
- Shall make out the Championship Guidelines and engage a ceaseless study on the current Tournament Rules and Regulations under the close contact with the Technical & Education Committee in order to further develop them and submit drafts of amendments and revisions to the EB and Congress.
- Shall receive summing-up and financial reports of any International Tournament within 90 days after conclusion of it and, on the basis of detailed study on it, submit a report, including any opinions, of the Tournament to the EB and Congress.

By-Law to Article 2.3: The Umpire Committee

- Shall further develop the Umpire Rules, under the close contact with the Tournament Committee, based on the previous results and experience, and submit the drafted Rules to the EB and Congress.
- Shall draw up an Umpire Course Schedule and, in cooperation with the Technical & Education Committee, conduct a training & refreshment course mainly for all the Dan (Degree) holders who are qualified to umpire level with the main focus on the umpires who should referee in the World Championships, Continental Championships and any other international tournaments before the start of the tournament in question.
- Shall make sure that the umpires enhance a sense of responsibility and role to make fair judgments and shall have a strict post-tournament review so that any mistakes will never be repeated.

By-Law to Article 2.4: The Junior & Veteran Committee

- Shall protect the interests of the junior & veteran members of the Federation, provide the junior with a mode of life based on healthy and sound moral living and look into ways and measures to enhance the role and activities of the veteran in the work of the Federation.
- Shall promote the concept of “Model Families” in which all the family members practice Taekwon-Do and, shall strive to raise the public profile of Taekwon-Do by introducing and promoting positive examples displayed by young people who practice Taekwon-Do.
- Shall constantly develop the Junior and Veteran Tournament Rules to meet the needs of the junior and veteran practitioners in collaboration with the Technical & Education Committee and submit it to the EB and Congress.
- Shall work, on a regular basis, to expand the Junior- and Veteran membership of the Federation.

By-Law to Article 2.5: The Women’s Committee

- Shall protect the interests of the women's membership in the Federation and look into ways and means to enhance the role and position of women in the Federation.
- Shall look into ways to increase the women's membership in the Federation, as well as women participation in the activities of the Federation, for example, tournaments, seminar, courses, etc.
- Shall ensure that the ratio of women in the leadership of the ITF, continental federations and National Associations is increased.
- Shall propose initiatives for special protection of women in the training and competition and realize such initiatives.

By-Law to Article 2.6: The Promotion & Commendation Committee

- Shall consist of 5 members. Of the 5 members, 2 should be 9th *Dan* (Degree) holders and the other 3 shall be 8th *Dan* (Degree) holders.
- Shall review all applications for promotions of 4th *Dan* (Degree) Black Belt and above. It must ensure that the applicant should meet all the terms and conditions of the Federation for *Dan* (Degree) promotion tests and promotion criteria.
- Shall, if necessary, recommend to the ITF President a representative to be sent to a certain country or region to conduct *Dan* (Degree) tests for 4th, 5th and 6th *Dan* (Degree) promotions.
- Shall study and screen the back ground, life records, contributions and reputations of all candidates for 7th, 8th and 9th *Dan* (Degree) Black Belt promotions, and advise the ITF President and the Executive Board on its findings and recommendations.
- Shall study and make recommendations to the ITF Executive Board through the ITF Headquarters on members deserving the award of the "ITF Order", "Outstanding Instructor Medal", "Letter of Commendation" and "Letter of Appreciation".
- Shall study and make recommendations on Grand Masters who deserve annual pensions from the "Grand Masters Pension Fund".
- Shall recommend to the ITF Executive Board the candidates among Grand Masters who deserve the title of Senior Grand Master.

By-Law to Article 2.7: The Public Relations Committee

- Shall cooperate with the ITF Headquarters and the Secretary General in operating the Federation's website and publishing the "ITF Newsletter" and, through these kinds of means, give a wide range of publicity to the positive news and events of the Federation and its members.
- Shall be responsible for promoting the Federation and Taekwon-Do, working closely with the Mass media.
- Shall provide correct information and knowledge materials, with the approval of the ITF President, the ITF Spokesperson and the Executive Board, to the news media, international organizations and governments.

By-Law to Article 2.8: The Statute & Ethic Committee

- Shall revise and supplement all the legal regulations, including the Constitution, By-Laws and Appendices, in conformity with the requirement of developing times, protect the Constitution, Rules and Regulations and see that they are properly followed by the members of the Federation.
- Shall deliberate on the violations of the Constitution and By-Laws of the Federation by member individuals, National Associations or organizations that have caused loss and damage to the Federation such as by defaming its honor, reputation and prestige or laying

obstacles to its activities and decide within its power to inflict punishment, excluding the suspension of right and expulsion, on them and forward such cases to the President. The Executive Board shall give a final decision on the punishment.

- Shall investigate all instances of infringement upon the Constitution or various rules and regulations of the Standing Committees by individual members or organizations. At the conclusion of the hearing, if the individual member or organization is found guilty, then the Committee shall follow the above-mentioned procedures.
- With respect to any warnings given to individual members or National Associations, the decision of the EB, which shall be based on the decision of the Committee, shall be final.
- Prior to inflicting punishment such as suspension of rights or expulsion, the Committee shall propose the same in writing to the President who shall discuss it with the Executive Board. The final decision on the punishment shall be made at the Congress.
- Any events, including any dispute between National Associations or member individuals, which are outside the power of the Committee to settle, or any case that has been filed to the Court of Arbitration formed inside the Federation, shall be settled through an arbitration.

By-Law to Article 2.9: The Medical & Anti-Doping Control Committee

- Shall be composed of experts who have a profound knowledge of medicine and Anti-Doping Control. Competent persons from outside of Taekwon-Do can also be nominated as members of the Committee.
- Shall be responsible for the medical control in the activities of the Federation and take necessary measures and give recommendations for good health of the members and, in particular, to prevent the competitors from being injured in such tournaments organized by the Federation as World Championships and carry them out.
- Shall supervise whether the medical & anti-doping measures are fully taken in the events of the Federation, including the ITF World Taekwon-Do Championships. If any defects are found the Committee shall inform the EB of them immediately and take corrective action.
- Shall carry out Anti-Doping Control procedures properly in collaboration with the competent laboratories recognized by IOC and WADA at the ITF Championships and the continental Championships subject to the Anti-Doping Code.
- Shall propose to the Executive Board, in every case, the penalty measures to be inflicted on the competitors, officials, team leaders, teams and National Associations in respect of infringement on the Anti-Doping Code.

By-Law to Article 2.10: The Finance & Marketing Committee

- Shall establish financial policies of the Federation and carry them out as required by the principles, the Legacy & Philosophy of original Taekwon-Do and ITF.
- Shall keep in close contact with the Director of finance & administration, and cooperate with him and have a concrete knowledge of all the financial activities of the Federation and make consultation to render advice for the financial activities.
- Shall represent the Federation under a prior consent of the President in case of a dispute or negotiations for financial matters with a 3rd party.
- Shall search for ways and means to increase the financial income of the Federation through various channels including the dividing of profits made from the advertisement and TV broadcasting rights, etc.
- Shall protect and maintain the Federation's intellectual rights and copyrights.

By-Law to Article 2.11: The Pro-League Committee

- Shall draw up the tournament rules which should be distinguished from the rules applied to the regular tournaments organized by the Federation.
- Shall be responsible for all the issues related to the tournament including the selection of competitors and umpiring.
- Shall look for sponsors who are interested in the tournament and conclude a technical contract with them for the successful organization of the tournament. The contract should have a prior consent of the President and the EB.
- As for a contract related to the financial income of the Federation including the advertisement and TV rights, the Finance & Marketing Committee shall sign the contract according to the procedures set by the Federation.

By-Law to Article 2.12: The Athletes Committee

- Shall promote the friendship and solidarity among athletes who are practicing the original Taekwon-Do and protect their interests within the Federation.
- Shall encourage athletes to positively involve themselves in defending the techniques of the original Taekwon-Do and bettering them scientifically and logically by augmenting their enterprising spirits and creative initiative in accordance with their special features.
- Shall promote the social services through Taekwon-Do among athletes and, if possible, create favorable conditions to make Taekwon-Do a subject of athletes by consistently running com-petitions, seminars and courses at as many colleges as possible.
- Shall encourage Athletes to support the promotion of the original Taekwon-Do, to have a clear understanding of its superiority, and to positively influence all athletes to cherish Taekwon-Do, and to continue their Taekwon-Do activities.

By-Law to CHAPTER 6: National Associations of the ITF

By-Law to Article 6: Emblem and Badge of National Association

- The property and ownership of the emblem and badge of a National Association shall be vested in the ITF, and thus the National Association alone can transfer its use to any individual, organization or group.
- The National Association shall be duty-bound to take care of, supervise and control the entire intellectual, cultural as well as material property owned by the ITF within its domain.

By-Law to Article 8: The Mission of a National Association

- In case a National Association is obliged, by force of circumstances, to participate in events including international tournaments that are not sanctioned by the ITF, the National Association must explain the reasons to the ITF Headquarters in writing and the purpose of its intended participation. The National Association should obtain written consent from the ITF Headquarters before it can be allowed to participate in such events.
- Every National Association shall set up its own Website for the purpose of actively and positively promoting Taekwon-Do and its activities.

By-Law to CHAPTER 7: Continental Federations

By-Law to Article 4: Composition and Structure of the Continental Federations

- The ITF is currently composed of the Asian Taekwon-Do Federation (ATF), Oceania Taekwon-Do Federation (OTF), European ITF Taekwon-Do Federation (EITF), Pan-American Taekwon-Do Council (PTC) and Taekwon-Do Federation of Africa (TFA).
- Considering the geographical features of Oceania and the number of countries affiliated, the OTF shall co-organize the tournaments, such as the Continental Championships, with the ATF, until it can organize them on its own. In principle, the continental congresses shall be held separately, however, as the circumstances dictate, they can have a joint congress.
- The TFA can participate in either the Asian or European Taekwon-Do Championships under the approval of the EB, until sufficient number of National Associations will have been affiliated to it.
- According to the decision of the ITF, the Russian Far-Eastern Regional Taekwon-Do Association can participate in various Asian events, including the Championships, organized by the ATF. It shall have a complete voice and voting right as an official member at the ATF Congress.

By-Law to Article 5: Emblem and Badge of the Continental Federations

- The property and ownership of the Emblem and badge of a Continental Federation should be vested in the ITF, and thus the Continental Federation alone can transfer its use to any individual, organization or group.
- The Continental Federation shall be duty-bound to take care of, supervise and control the entire intellectual, cultural as well as material wealth owned by the ITF within its domain.

By-Law to Article 8: Rights of a Continental Federation

- Shall not interfere with the internal affairs of its member National Associations. If any Continental Federation interferes with the internal affairs of its member association, then, such matters should be dealt with directly between the National Association concerned and the ITF Headquarters.
- Shall not interfere with promotion tests, applications, and the organizing of seminars and competitions which its member associations organize in their own country. Such activities shall be organized and conducted directly by the concerned National Associations according to the relevant rules of the ITF. The Continental Federation can help to coordinate and organize such activities only when requested by the National Associations concerned through the ITF Executive Board or the ITF Headquarters, or requested directly by the ITF Executive Board or the ITF Headquarters.
- Shall not solicit or pressure its member associations for funds or other material cooperation, except for membership fees, for its maintenance. However, the Federation can collect a fee from its member associations to meet its operation budget, and the amount shall be determined and agreed by all the member associations affiliated to the federation concerned.

By-Law to CHAPTER 8: World Championships

By-Law to Article 6: The Organizing Committee of Championships

- Shall be composed of the President and Secretary General of the host National Association and one or more representatives of the city authority concerned, nominated by the city authority. If there is a member of the ITF EB or Consultative Council in the host country, he or she shall automatically become a member of the Organizing Committee.
- Shall keep in close contact with the ITF Headquarters and be regularly informed by the Federation about the organization and preparations of the Championships.
- Shall ensure that the Championships be a fair tournament in conformity to the spirit of Martial Arts.
- Shall work in close contact with all the ITF National Associations during the whole period of preparations for the Championship.
- Shall issue invitations and information on the World Championships to all ITF member National Associations at least six (6) months before the start of the Championships.
- It shall send out the application forms at least four (4) months before the start of the Championships. It shall request member countries to provide preliminary applications for participation ninety (90) days before the start of the Championships.
- It shall request participating countries to submit their signed final application forms at least thirty (30) days before the start of the Championships.
- The participation fee in the Championship shall apply only to the competitors and the amount decided at the Executive Board and approved by the Congress shall apply accordingly to the participation fee.
- Shall invite, at the expenses of the host nation, at least 2 times before the Championship, the ITF delegation who will guide and assist in the preparation for the Championship, and will provide them with every convenience and favorable working conditions as well as hotel accommodation during their stay in the respective country.

By-Law to Article 7: Invitation to the Championships and the Organizing and Technical Rules of the Championships

- The Organizing Committee shall send out, under the sanction of the EB, a Letter of Invitation and Tournament Guidelines to the entire ITF member National Associations six (6) months before the start of the Championship by mail or e-mail.
- In the Letter of Invitation and the tournament guidelines should be included such information as the date and venue of the Championship, qualifications for participation, number of participants, financial conditions, visa procedures and methods, Customs requirements, anticipated climatic conditions, should-be-noted traditions or religious manners, conditions of competition gymnasiums, method of competition, competition uniforms, umpiring, awards and procedures of awarding ceremony and protocol relations, etc.
- The Organizing Committee shall receive a letter of guarantee from the Government for the countries requiring visas and inform the ITF and National Associations of it 6 months before the Championship and notify the National Associations, giving one (1) years notice, of a hotline phone number.
- The Organizing Committee shall cover the return airfares for 5 ITF EB members (4 Economy Class and 1 Business Class for the ITF President) and the Hotel accommodations for all the ITF EB Members, chairpersons of the ITF Standing Committee and one Umpire per country during the Championships.
- The Hotel accommodation fees for the participants must not exceed USD 80.00 per head per day in the period of the Championships. This includes 3 meals, beds and local transportation from the moment of arrival until departure of the participants within the proposed schedules.

- The Organizing Committee shall deposit US\$ 20,000.00 (twenty thousand) in either the ITF Headquarters or a bank designated by the Federation, 1 (one) year before the Championship for the smooth preparation of it as a guarantee for the successful Championships and provide a VIP room in the stadium as well as the transportation for ITF VIPs and supply the President with a meeting room for discussions with the officials of National Associations at the hotel where the President stays during the Championship.
- The Organizing Committee shall do its best to provide the participants in the Championships with the best possible convenience within its reach, including guides, translators, accommodation and transportation, etc.
- The Organizing Committee shall give priority to the accommodation and convenience of competitors during the Championship and ensure the hotels for competitors are close to the competition site and not far away from the International Airport (i.e. within a distance of 90 km).
- The Organizing Committee, on behalf of the ITF, shall invite individuals designated by the Federation to participate in the Championships and, in particular, all National Associations to send their delegations to participate in the ITF Congress. The delegation to the Congress shall consist of not more than three (3) persons per member National Association.
- The accommodation for the members whose expenses are borne by the host should conform to the host's financial standing as well as meet the requirement of being a neat and clean hotel.
- The Organizing Committee shall, in its invitation letter, state clearly the dates and time and conditions of the accommodation and board for those including umpires, whose accommodation is to be covered by the host.
- The Organizing Committee shall, in the Tournament Guidelines, put a special emphasis on requesting the National Associations to bring with them two (2) national flags in designated size and a CD of their national anthem to the Championships.
- In the overall negotiations for TV broadcasting & advertisement rights and other commercial activities for the Championships, the Organizing Committee shall work closely with the ITF Financial and Marketing Committee. The Organizing Committee shall keep the ITF President, the Executive Board and the Headquarters informed of all levels of the negotiations and shall be advised by them.
- All the commercial activities, including TV rights and advertisement, for the Championships should be subject to the relevant provisions of Chapter 12 of the ITF Constitution and instructions additionally given by the Finance & Marketing Committee.

By-Law to Article 8: Functions and Safety during the Championships

- The Organizing Committee shall keep in constant contact and render a positive cooperation with the police and other security organizations in guaranteeing the safety of the participants and the audience attending the Championships.
- The Umpire and Tournament rules and regulations of the ITF shall be applied strictly to all its matches of the Championships.
- The Master Plan for the opening and closing ceremonies shall be submitted in detail to the ITF President and the Executive Board for their approval at least three (3) months before the start of the Championships.
- The Organizing Committee shall meet the heads of teams on arrival at the place for registration of participation in the Championship. It shall receive from the heads of teams their national anthems and flags, and will collect participation fees.
- At the opening and closing ceremonies, the teams shall enter the gymnasium in the English alphabetical order with the host nation being the last.

- The name plates of all the National Association teams used at the Championships shall carry only 3 letters of abbreviated form of English name in accordance with the tradition of the Olympic Games.
- The dates written on the invitation to the Championships should clarify the period of stay for the teams: the National Association teams shall arrive at the designated venue one day before the start of the Championship to have lunch there and when it is over, they shall leave the place the following day after breakfast.
- The Organizing Committee shall ensure due treatment for the Masters and Grand Masters in every possible aspect such as the provision of transportation and seating in the competition venue during the Championships.
- The Organizing Committee shall provide the participants with accommodation commensurate to their participation fees.
- Rest and recreation for the participants are permitted and will be in accordance with the budget of the Organizing Committee.
- The Organizing Committee shall announce the results of the competitions every day. It shall publish the results of all the competitions in print and distribute them to the heads of teams. It shall send, within 3 days from the date of completion of the Championships, a full report including the results to the ITF Headquarters by e-mail for the publication on the ITF Website.
- The Opening & Closing Ceremony, organization of matches, umpiring, flag hoisting, awarding ceremony, recreation and etc, shall be carried on subject to the corresponding By-Laws, Appendices and regulations & instructions of the Standing Committees concerned.

By-Law to CHAPTER 9: International Courses

The International Courses organized by the ITF consist of the “Technical Seminar”, “International Instructor Course” and “International Umpire Course”

Technical Seminar

- The purpose of the Technical Seminar is in uniting, consolidating and further developing the original Taekwon-Do techniques.
- The Technical Seminar shall be conducted for 3 days to the 1st and above Dan holders with the fundamental movements, *Tul*, *Matsogi*, Self-defense and so on as its content.
- The Technical Seminar shall be held in a country or region sanctioned by the ITF Headquarters every year and after the conclusion of the seminar the Dan promotion test shall be carried out for the applicants for Dan promotion.
- The participants in the Technical Seminar shall be privileged to have their promotional term shortened according to the number of times of their participation.

International Instructor Course

- International Instructor Course means the international instructor training and international instructor refreshment course on the whole and the purpose of it is to improve the quality of Taekwon-Do education given to the practitioners training in ITF *Dojangs*, by enhancing the International Instructors’ teaching quality and competence.
- The International Instructor Course shall be given to the International Instructors and 3rd and above *Dan* (Degree) holders who are not International Instructors.
- The International Instructor Course shall be held for 3 days at least and deal mainly with spiritual and moral aspects of Taekwon-Do, such as Tenets, History and Philosophy of

Taekwon-Do, theory on Taekwon-Do techniques, making of a teaching and training plan, teaching and examining methods as its main content.

- The International Instructor Course shall be held once a year by the ITF or by Continents. Those for refreshment course can participate in it every 3 (three) years.
- After the course is concluded, the participants who have not been previously qualified as an International Instructor may attend the International Instructor qualification test by the course conductor.
- The 3rd *Dan* holders whose term is enough to be promoted to 4th *Dan* can take the test for 4th *Dan* promotion and International Instructor's qualifications simultaneously.
- If anyone, even though he or she is an International Instructor, fails to participate regularly in the International Instructor Course organized by the ITF he or she shall not be entitled to give his or her education and test in their Dojangs. ITF Headquarters shall not accept the applications for *Dan* Certificates submitted by them.

International Umpire Course

- The purpose of the International Umpire Course is to educate new competent International Umpires and, at the same time, improve the competency of the International Umpires in conformity with the requirement of the developing realities through the International Umpire Refreshment Course, thus having their ability in a full display at Taekwon-Do Tournaments including the Taekwon-Do World Championships.
- The International Umpire Course shall be given to the International Umpires and the 4th *Dan* and above *Dan* holders who are not International Umpires.
- The International Umpire Course shall deal mainly with the theories and methods on the techniques of each category in the Tournaments organized by the ITF, Tournament & Umpire Rules, umpiring theory and practice.
- The International Umpire Course shall be held once a year on the occasion of the Taekwon-Do World Championships or may be held on the occasion of the Continental Championship under the approval of the ITF Headquarters.
- After the course is concluded, the participants who have not been qualified as an International Umpire may attend the Umpire qualification test by the course conductor.
- Only the International Umpires who have attended the courses endorsed by the ITF Headquarters and organized by the Tournament & Umpire Committee at official tournaments such as the Taekwon-Do World Championships shall be qualified to umpire at the tournaments concerned.
- If anyone, even though he or she is an International Umpire, fails to participate regularly in the International Umpire Course organized by the ITF, he or she shall not be entitled to serve as an umpire at any International Taekwon-Do Tournament endorsed by ITF.
- The National Associations and Continental Federations shall submit, in writing, the requests for international courses at national, regional and international levels to the ITF Headquarters by the end of November each year for its endorsement. When they are endorsed, the Federation shall notify them in the ITF Official Letters sometime during January of the following year. Senior Masters (8th *Dan*) and Grand Masters (9th *Dan*), appointed as an International Course conductor by the Federation, shall conduct the international courses. The conductor should go through a special course for the conductors, organized by the Federation, and he or she shall be instructed by the ITF Headquarters and the committees concerned as regards the course.
- The International Course conductor shall submit his or her Course plan at least 21 (twenty-one) days before the commencement of the course and his or her course report together with the application documents for the Certification of Participation in the Course of the participants, in writing, within one week after the course to the ITF Headquarters.

- Any conductor who violates the rules of conduct of the course, set by the Federation, shall be disqualified as a conductor.
- Even though it is not an International Course, if individual Masters, Senior Masters or Grand Masters wish to organize a course in the country where they are residing or abroad at the request of another country, it must be approved, in advance, by the Federation based on the agreement with the National Association concerned.

Obligations of the International Course conductors

1. International Course Conductors shall correctly understand the purpose and importance of the courses and fulfill his or her responsibility and duty in conducting them.
2. The international Course Conductors shall protect the techniques and theories of the original Taekwon-Do, created and perfected by its founder, and endeavor to unite and constantly improve them on a global scale.
3. The International Course Conductor shall put stress on the spiritual aspects of Taekwon-Do in each course and ceaselessly make efforts to improve the quality of the courses based on the theory and techniques of Taekwon-Do and the scientific educational methods developed by the founder of Taekwon-Do.
4. The International Course Conductor shall train many new competent International Instructors and umpires through International Instructors Courses and Umpire Courses and make active efforts to maintain and consolidate their quality by means of the re-education.
5. The International Course Conductor shall always pay close attention to the education and development of Taekwon-Do in the continent and in the region where he or she is residing, and ensure that every trainee attends the Course.
6. The International Course Conductor shall be versed with the techniques and theories of the original Taekwon-Do and always try to improve his or her own quality and teaching skills as conductor.
7. The International Course Conductor shall strictly adhere to the rules and regulations set by the ITF on organizing and conducting the Courses.
8. The International Course Conductor shall inform the ITF Headquarters and the committees concerned of the materials, experience and creative ideas for the diffusion and development of the original Taekwon-Do in order to generalize them in other Continents, regions and countries.

Conduct rules of the International Course Conductors

1. The International Course Conductor should correctly classify the name of each course and accordingly organize and conduct the course.
2. The International Course Conductor should carry out the courses based on the teaching schedules issued by the ITF and should not amend the contents of or reduce the time of the courses without the permission.
3. The international Course Conductor should go through special courses for the conductors organized by the ITF and receive instructions as regards the courses from the ITF Headquarters and the committees concerned.
4. The International Course Conductors should carry out each course with focus on the spiritual education while combining theories and practices and applying scientific education methods.
5. The Conductor of the International Instructor Course and International Umpire Course should strictly carry out the qualification examination on new International Instructors and Empires after the Courses.

6. The International Course Conductor should submit the Course plan at latest 21 days before the commencement of the course and the course report in written form with the list of the course participants within one week after the course to the ITF Headquarters and deposit the course fee.
7. The International Course Conductor should only conduct courses in the continents and regions assigned by the ITF to him or her.
8. The International Course Conductor should strictly supervise the continents, regions and countries assigned to him or her to ensure that any Masters who are not appointed as course conductors by the ITF do not organize international courses.
9. The International Course Conductor who violates the rules of conduct of the courses set by the ITF shall be disqualified as conductor.

List of participants:

No	Name	Birthday	Sex	Nationality	Dan Cert. Number	ITF Booklet Number	Fee (Euro)

Photos of the Course

(Please send the photos of the Course by E-mail to ITF Headquarters)

Name

Signature

*Each International Course Conductor should have to submit his/her course plan to ITF Headquarters for its permission at least 21 days before the course.

*Each International Course Conductor should present the report of his/her course to ITF Headquarters and transfer the course fee to ITF account within 7 days after the course. If he/she fails to do it, the respective course will be invalid.

By-Law to CHAPTER 10: International Instructors

- Only the International Instructors with the International Instructor Certificate have the right to apply for the recognition plaque to the ITF Headquarters to open a *Dojang* at home and abroad and to teach and test their Taekwon-Do students at the *Dojang* officially registered with the Federation.
- International Instructors are eligible to test their students up to half of their own rank, that is, 4th- 5th Dan International Instructors can test the students from 1st *Dan* up to 2nd *Dan*, a 6th *Dan* International Instructors from 1st *Dan* up to 3rd *Dan*, and Master (7th *Dan*) from 1st *Dan* up to 4th *Dan*, Master (8th *Dan*) and Grand Master (9th *Dan*) from 1st *Dan* up to 6th *Dan*.
- An International Instructor can conduct *Gup* (Grade) tests for the students whom he or she teaches at his or her own *Dojang* and issue *Gup* (Grade) certificates in his or her name.

However, the *Dan* (Degree) tests and organizing the tournaments and courses must be approved by the National Association concerned.

- One can be qualified for International Instructor only when he or she attends the International Instructor Course organized by the Federation. On being awarded the international Instructor qualifications, he or she must participate regularly in an International Instructor Course organized by the Federation so as to continue his or her activities as an International Instructor including the running of *Dojang*, *Dan* test, etc.

By-Law to CHAPTER 12: TV and other commercial rights

- The Finance and Marketing Committee shall represent the ITF in the negotiations for TV and other commercial rights. With the approval of the ITF President and the Executive Board, it can enter into deals and sign contracts on behalf of the ITF. The ITF President can also sign, in person, contracts on such deals as recommended by the Finance and Marketing Committee, with the approval of the Executive Board.
- Any profit derived from TV and Commercial Rights shall be divided as below:
 - 50% goes to the Organizing Committee and National Association, 50% is deposited in the Federation's bank account. The profit resulted from admission fees and funds from local sponsors and supporters for the Championships shall entirely go to the Organizing Committee.
- Funds from sources which are not from the host nation of the Championships, or individuals, or National Associations related to the Championships concerned, shall go to the ITF.

By-Law to CHAPTER 13: The Periodical and Website

The operation and maintenance of the ITF Website should be entrusted to the ITF Headquarters.

ITF Instructions and Appendices to By-Laws

Instructions on Meetings

1. Congress

- The Congress shall not last more than two (2) days. It shall usually coincide with the World Championships. In principle, the Congress shall open and close one or two days before the championships start.
- The Presidium of the Congress shall consist of the members of the Executive Board and, if necessary, the President may nominate some additional members to the Presidium.
- The Congress shall be attended by the representative(s) of each National Association who is its President, Vice-President, Secretary General, or someone else who has been authorized to represent the National Association.
- The host of the Congress shall provide simultaneous interpretations as far as possible.
- The host of the Congress shall arrange for the audio and video recording of the whole proceeding of the Congress, microphones, secretarial services, necessary stationary, copy machines and light refreshments.
- The host of the Congress shall place the flag and nameplate of National Association on the table of each delegation at the Congress.
- The host of the Congress shall raise the ITF emblem and title-plate of the Congress in the appropriate places of the Meeting Hall. It shall arrange for the appropriate decorations of the Meeting Hall as befits the occasion.

2. Executive Board

- All the proceedings of the Executive Board meetings shall be recorded on video tapes. The ITF Headquarters shall provide recording facilities.
- The ITF shall cover the travel expenses of the EB members for the Executive Board meetings, which are held on the occasion of the Taekwon-Do World Championships and Junior & Veteran Taekwon-Do Championships.
- The ITF shall provide economy class air tickets, board and lodging for EB members who attend EB meetings held out with the period of the Taekwon-Do World Championships.
- The Executive Board shall receive the draft reports to the Congress at least 30 days before and the draft resolutions 14 days before the Congress.

3. Consultative Council

- The Consultative Council meeting shall be recorded. The ITF Headquarters shall provide the recording facilities.
- Subject to the financial conditions, the ITF may provide economy class air-tickets, accommodation and board to the Consultative Council members to attend the Council meetings.

Appendices

1. Qualification of a life member

- All Taekwon-Do practitioners must apply for ITF Life Membership. The ITF Life Membership applications and fees shall be sent to the ITF Headquarters through the practitioners' National Associations.
- The ITF Life Membership shall allow the practitioner to receive a membership card and a badge.
- The ITF Life Membership shall immediately allow the practitioner to participate in all ITF activities.

2. Gup (Grade) holders

- *Gup* (Grade) holders are the members of the ITF, who have passed the *Gup* Grading tests from 10th *Gup* to 1st *Gup* and have been awarded the *Gup* Certificates issued by the ITF, or the National Associations, or the Instructors.

3. Dan (Degree) holders

- *Dan* (Degree) holders are the members of the ITF who are awarded the *Dan* Certificate of the 1st *Dan* (Degree) up to 9th *Dan* (Degree).

4. Titles

- 9th *Dan* (Degree) shall be addressed as Grand Master or Sasung
- 7th to 8th *Dan* (Degree) and shall be addressed as Master or Sahyon
- 4th to 6th *Dan* (Degree) shall be addressed as Instructor or Sabum
- 1st to 3rd *Dan* (Degree) shall be addressed as Assistant Instructor or Bu Sabum

5. Membership Certificates

***Dan* (Degree) certificate**

- *Dan* (Degree) certificates can only be issued by the ITF Headquarters. Only certificates issued by the ITF Headquarters will be officially recognized.
- The National Associations are allowed to issue the *Gup* Certificates to their students on their own but the National Associations are not allowed to issue the *Dan* Certificates to their members on their own.
- In the case where any National Association issues its own *Dan* Certificates, the National Association in question shall be subject to a stern punishment by the Statute & Ethic Committee of the ITF, regardless of reason or circumstance.

***Gup* (Grade) certificate**

- The National Association or instructor may design and issue their own *Gup* (Grade) certificates
- The ITF Headquarters may provide the official ITF *Gup* (Grade) certificates to an National Association if requested by the National Association or an Instructor who is entitled to it.

International Instructor Certificate

- The ITF International Instructor Certificate is the most prestigious of all the ITF membership certificates.

- The International Instructor Certificates can be applied for by 4th and above *Dan* holders who are over 22 years old and have participated in the International Instructor Course endorsed by the ITF.

Umpire Certificate

- The Umpire Certificates shall be classified in two categories, that is, International Umpire (“A” Class) and National Umpire (“B” Class).
- Those who hold International Umpire Certificates are entitled to referee in the International Tournaments of the ITF.
- The International Umpire Certificates can be applied for by the 4th and above Dan holders who are over 25 years old and have participated in the International Umpire Course endorsed by the ITF.
- The National Umpire Certificates can be applied for by the 2nd and above Dan holders who are over 18 years old. Umpires who have a National Umpire Certificate can only be a referee at the national tournaments.

International Course Certificate

- In principle, the International Course Certificates shall not be issued from November, 2009, on the provision that the participation in the course is recorded in the ITF Membership Booklet. However, if the participant attending the course requests the International Course certificate, it shall be issued in conformity with the regulations and By-Laws.

6. Procedure of Issuing Membership Certificates

- 1st *Dan* up to 3rd *Dan* promotions and "B" class Umpire certification are at the discretion, authorization and responsibility of the National Governing Body following the ITF guidelines and Taekwon-Do encyclopedia by Founder General Choi Hong Hi.
- The promotion of 4th *Dan* and above, International Instructor, and International Umpire, is the responsibility solely of the ITF.

Issuing of Dan certificate of 1st Dan up to 3rd Dan (Degree)

- The Instructor concerned shall conduct the promotion test with the approval of the National Association and the National Association shall send the Dan (Degree) application documents and membership fees to the ITF Headquarters within one (1) month after the test.
- The ITF Headquarters shall review Dan application documents based on the ITF Constitution, By-Laws and regulations related to the issuing of Dan certificates and send the corresponding Dan certificates and badges to the National Association within one (1) month at the latest.

Issuing of Dan certificate of 4th Dan up to 6th Dan (Degree)

- Promotion tests for the 4th *Dan* can be conducted by Masters, Senior Masters and Grand Masters whereas the promotion tests for the 5th and 6th *Dan* only by Senior Masters and Grand Masters.
- The National Association concerned shall send the relevant promotion permission application documents to the ITF Headquarters one (1) month before the promotion test.
- For promotion to 4th *Dan*, a thesis shall be required.
- The ITF Headquarters and the Promotion & Commendation Committee shall verify all details surrounding the request, to its satisfaction, in accordance with the ITF

Constitution, By-Laws and regulations pertaining to the issuance of *Dan* certificates and shall inform the National Association of the result of promotion permission.

- ITF Headquarters and the ITF Promotion and Commendation Committee reserve the right to withdraw or reject its approval.
- After being notified of the promotion permission approval from the ITF, the NATIONAL ASSOCIATION shall conduct the corresponding test and send the official Dan certificate application documents as well as membership fee to the ITF.
- The rest of the procedures shall be the same as the procedures of up to 3rd Dan.

Issuing of Dan certificate of Master and Grand Master

- The promotion will be studied and confirmed on the basis of *MORALITY, SOCIAL SERVICE, CONTRIBUTION, DEDICATION, ACHIEVEMENT, TAEKWON-DO ACTIVITIES* including the participation in the *WORLD TAEKWON-DO CHAMPIONSHIPS* and *COURSES, STUDENTS DAN APPLICATIONS*, and *TAEKWON-DO RESEARCH* of that particular person.
- As for the promotion to **Master and Grand Master**, the National Association shall submit the official recommendation of the National Association and promotion permission application documents to the ITF Headquarters to be verified and discussed at the ITF Headquarters and the Promotion & Commendation Committee and decided by the EB after which those Dan certificates shall be officially awarded at the Congress.
- ITF Headquarters and the ITF Promotion and Commendation Committee reserve the right to withdraw or reject its approval of promotion permission before being addressed at the ITF EB meeting.
- As for the Master promotion, the candidate shall take an appropriate promotion test by Grand Master after the National Association receives the promotion permission letter from the ITF.
- The relevant membership fees shall be sent to the ITF Headquarters according to a notification from ITF.
- The date of the decision of the EB meeting shall be the date of promotion of the Masters and Grand Masters.
- As for 7th Dan and above Dan holders coming from other organizations, the date of promotion shall be the one when their promotion is decided at the EB meeting, irrespective of the date of promotion in their original organizations.

Issuing of the International Instructor Certificate

- The International Instructor Certificates shall be issued to those who participate in the International Instructor Course recognized by the ITF and pass the test there.
- Only an ITF Grand Master or Master with 8th Dan appointed by the ITF to conduct the International Instructor Course is entitled to give an examination to International Instructor candidates at the International Instructor Course.
- The course conductor shall send to the ITF Headquarters the result of the course and a list of names of those who have passed the test for International Instructor's qualifications within seven (7) days after the course ended.
- The successful candidates shall send the application documents for the International Instructor Certificate and relevant membership fees to the ITF Headquarters via their own National Association.
- The ITF Headquarters shall send the International Instructor Certificate within one (1) month after receiving the official application documents for a membership certificate.
- The International Instructor promotion date is the date when the International Instructor candidate passes the International Instructor promotion test.

- ITF Headquarters and the ITF Promotion and Commendation Committee reserve the right to withdraw or reject its approval.
- After having acquired the International Instructor qualification, they are entitled to apply for an ITF Plaque direct to ITF Headquarters. An application is not required via the National Association.

Issuing of the Umpire Certificate

International Umpire Certificate (Class “A”):

- The International Umpire Certificate shall be issued to those who participate in the International Umpire Course endorsed by the ITF and successfully pass the test there.
- Only an ITF Grand Master or Master with 8th Dan appointed by ITF for conducting the International Umpire course is entitled to give an examination to International Umpire candidates at the International Umpire Course.
- The International Instructor promotion date is the date when International Instructor candidate passes the International Instructor promotion test.
- The issuing procedures are the same as those for the International Instructor Certificates.

National Umpire Certificate (Class “B”):

- The applicant shall send the application for National Umpire (Class “B”) as well as the relevant membership fee to the ITF Headquarters through his or her own National Association.

7. Recognition procedure for new members from other organizations

- ***A whole group from another organization applying to join the ITF***
 - The letter of request from the applicant and a letter of recommendation from the National Association concerned shall be sent to the ITF Headquarters by the National Association concerned.
 - ITF Headquarters shall send a letter of invitation or rejection to the National Association concerned, 2 weeks after completing a thorough review of the application.
 - The National Association, upon receiving a letter of invitation, shall send to the ITF Headquarters the application documents for Dan membership certificate replacement and promotion, copies of the degree certificates issued by the original organization, as well as the relevant *Dan* certificate membership fees.
 - Having received the above-mentioned articles, the ITF Headquarters shall issue and send the Dan membership certificate replacements and the new Dan membership certificates to the National Association within one (1) month.
 - On receipt of the *Dan* membership certificate replacements and the new *Dan* membership certificate, the applicant shall automatically become a member of the Continental Federation and National Association concerned.
- ***An individual from another organization applying to join the ITF***
 - As for the *Dan* membership certificate replacement and promotion of up to the 3rd *Dan*, the rules for the ITF black belt promotion shall be applied.
 - The National Association shall send the membership fees and copies of the *Dan* certificates issued by the other organization to the ITF.

- In the case of the *Dan* membership certificate replacement for 1st *Dan* up to 3rd *Dan*, the date of promotion shall be the one on the *Dan* certificate issued by the other organization.
- As for the *Dan* membership certificates replacement or promotion for the 4th *Dan* up to Master's *Dan*, they shall be given an intensive spiritual, moral and technical education from ITF Masters.
- After the intensive education, the National Association concerned shall send the promotion permission application documents for replacement of the *Dan* certificate issued by the other Organization, as well as the confirmation of intensive education containing the intensive training contents and signatures of the National Association and the educator one (1) month before the official test. The rest of the procedure shall be the same as that for issuing membership certificates for 4th *Dan* and above.
- As for the *Dan* membership certificate replacement for 4th *Dan* up to 6th *Dan*, the date of promotion shall be the one when the official test has been done by an ITF educator.
- As for the *Dan* membership certificate replacement for 7th *Dan* and above, the date of promotion shall be the one when their promotion is decided at the EB meeting, irrespective of the date of promotion in their original organizations or date of promotion test by an ITF educator.

8. Dobok (uniform)

- The *Dobok* was introduced in 1982. In January 2002, the ITF Special Congress approved a new design for the *Dobok* replacing the old one.
- The *Dobok* consists of a shirt, a pair of trousers and a belt.
- The Shirt and trousers of the *Dobok* is white. The belt of the *Dobok* has the color in accordance with the practitioner's rank. On the front left chest of the shirt the ITF Emblem should be embroidered with the abbreviation of the Federation "ITF" above it.
- On the back of the shirt should be the Roman letters "Taekwon-Do" in the shape of a semicircle and, below it, the Korean characters "태권도" should vertically be written downward to the middle of the shirt. Between the Roman letters and Korean characters the abbreviation of the Federation "ITF" should be decorated with the shape of holding "Taekwon-Do" in Roman letters.
- On both sides of the trousers should be the abbreviation of the Federation "ITF" in Roman Letters slightly above knee level. Below it, there should be the Korean characters "태권도" written vertically downward. The color of the letters should be black, the same as the belt color of *Dan* holders.
- Black belt holders shall have the *Dobok's* shirt with black piping 3 cm wide added, sewn along the bottom edge of the shirt.
- The International Instructors are distinguished by having 3 cm-wide black stripes sewn on both sides of the shirt sleeves and trousers. For the shirt, the stripes run from the top of the shoulders down to the cuffs along the edge of the shirt's sleeves. For the trousers, the stripes run from the waist along the edge to the trouser hems. The stripes on the trousers shall break at the middle without running over the abbreviations "ITF" and "태권도".
- The belt of the *Dobok* comes in six (6) colors depending on the rank of the practitioner. The belt is five (5) cm wide and five (5) mm thick.
- 1st, 3rd, 5th, 7th, and 9th *Gup* (Grade) holders shall have stripes in their respective colors sown across the width of the belt at the belt end. The stripes shall measure 5 mm in width sewn at 5 cm from the end of the belt. The black belt ranks are distinguished by the Roman numerals on the belts.

9. Belt and Rank

<u>Type of belt</u>	<u>Rank</u>
- Black belt	1 st to 9 th <i>Dan</i> (Degree)
- Red belt with black stripe	1 st <i>Gup</i> (Grade)
- Red belt	2 nd <i>Gup</i> (Grade)
- Blue with red stripe	3 rd <i>Gup</i> (Grade)
- Blue belt	4 th <i>Gup</i> (Grade)
- Green belt with blue stripe	5 th <i>Gup</i> (Grade)
- Green belt	6 th <i>Gup</i> (Grade)
- Yellow belt with green stripe	7 th <i>Gup</i> (Grade)
- Yellow belt	8 th <i>Gup</i> (Grade)
- White belt with yellow stripe	9 th <i>Gup</i> (Grade)
- White belt	10 th <i>Gup</i> (Grade)

- The belt runs once around the waist of the wearer and ties into a reef knot at the front.
- The practitioner is allowed to wear on his or her uniform, the official badges of his or her National Association, region and club. He or she is not allowed to wear badges or emblems of other martial arts and Taekwon-Do organizations not affiliated to the ITF.

10. School Membership (Plaque)

- The International Instructor shall hang on the wall of his or her School (*Dojang*) a written form of the Oath for Practitioners, ITF School Flag (*Dojang* Flag) and the ITF Plaque, which shows that the School is recognized by the ITF.
- The International Instructor should send a Plaque application form and School membership fee to the ITF Headquarters to officially register and run his or her School (*Dojang*). The Plaque, officially registered with, and issued by the ITF, should be renewed by the Instructor sending the School membership fee to the ITF Headquarters either directly or through the National Association concerned in the January of each year.
- Any *Dan* applications sent by the Instructor who does not possess a valid plaque, which means that he or she has not had a plaque registered in the ITF or has not renewed the plaque, shall not be accepted by the ITF.
- The renewal fee for school membership (Plaque Renewal Fee) shall be exempted only in respect of the 8th *Dan* Masters and Grand Masters.
- The National Association shall arrange to return, within 3 months, the plaques of those who leave the ITF or have been expelled by the ITF. In the case where plaques are not returned, legal action may be taken against those Plaque holders.
- ITF Headquarters reserves the right to request the return of the plaque from those who have not renewed the plaque for three consecutive years.

11. “ITF Order” and “Outstanding Instructor Medal”

- The property and ownership of the “ITF Order” and “Outstanding Instructor Medal” is vested in the ITF. The Order and Medal shall be awarded to individuals and Instructors who have performed distinguished services in the field of Taekwon-Do.
- The Promotion & Commendation Committee shall be entrusted with the duty of selecting the candidates for the awards.

- All recommendations, information, and application documents, should be forwarded to the ITF Headquarters by the relevant National Associations.

12. ITF Pension Program

- The ITF shall enact and implement a Taekwon-Do pension program, which should assist those who have devoted themselves to the dissemination, strengthening and development of Taekwon-Do throughout their lives and have retired from Taekwon-Do activities at the retirement age.
- The Promotion & Commendation Committee shall select the recipients and forward its recommendations to the ITF Headquarters before receiving the approval of the Executive Board.
- The recipients shall be confirmed at the ITF Congress.

13. ITF Membership Booklet

- The ITF shall issue the ITF Membership Booklets so as to encourage all ITF members to demonstrate their pride and honor as ITF members through keeping records of all their lifelong Taekwon-Do related activities with the Grand Masters, Masters, Instructors and *Dan* (Degree) Holders, and to ensure the correct procedural conduct for promotions and appraisals based on these accurate records.
- The ITF Membership Booklet shall keep records of all the social services and contributions through Taekwon-Do activities, *Gup* (Grade) and *Dan* (Degree) awards, Instructors career and Umpire career, positions held within the National Association and the ITF, the registration and renewal of Plaques, participation in competitions and seminars/courses, and medals won by the members and the National Association.
- The ITF Membership Booklets shall be applied for by the National Associations and can only be issued by the ITF. Each Booklet will have a unique serial number.
- Only members (including *Gup* holders) who possess the ITF Membership Booklet shall be allowed to apply for membership certificates issued by the Federation such as the *Dan* Membership Certificate and the ITF Plaque. As official members of the ITF, these members can participate in all international activities which are organized by the ITF.