Constitution of Petrolia Bluewater Taekwondo Corp

Article I: Name and Affiliation

1. **Name:** The official name of the organization shall be **Petrolia Bluewater Tae Kwon Do Corp Inc** (hereinafter referred to as "the Corp").
2. **Status:** The Corp is established as a non-profit organization operating in the Province of Ontario, Canada.
3. **Affiliations:** The Corp shall maintain active affiliation with:
    - **Taekwondo Ontario (TO)** – The Provincial Sport Organization (PSO).
    - **Taekwondo Canada (TC)** – The National Sport Organization (NSO).
    - **World Taekwondo (WT)** – The International Federation governing the sport.

Article II: Purpose and Objectives

The purpose of the Corp is to foster, promote, and develop the martial art and sport of World Taekwondo within the community.

Objectives:

- Provide structured instruction in World Taekwondo (*Poomsae*, *Kyorugi*, and self-defense) for all ages and skill levels.
- Promote physical fitness, discipline, respect, sportsmanship, and mental fortitude in accordance with the tenets of Taekwondo (*Taekwondo Jungshin*).
- Support members who wish to participate in local, provincial, national, and international sanctioned competitions.
- Maintain a safe, inclusive, transparent, and non-discriminatory environment for all participants.
- Operate solely as a non-profit community entity, reinvesting all revenue back into the Corp's programs, equipment, and operations.

Article III: Membership

1. **Eligibility:** Membership is open to all individuals regardless of race, gender, sexual orientation, religion, or ability, provided they agree to abide by this Constitution and Corp Policies (Appendix I – IV).
2. **Categories of Membership:**

- **Active/Regular Member:** Practicing athletes/students who have paid membership dues.
- **Junior Member:** Members under 18 years of age (represented by a parent/guardian).
- **Honorary/Executive Member:** Instructors, Board members, and volunteers appointed by the Board.
- **Parents:** Parents are considered to have membership in the Corp by way of their children and can therefore attend meetings of the Corp, help the Corp with fund raising activities, but not hold a vote.

3. **Good Standing:** A member is in good standing if they have paid all required dues and are not subject to disciplinary action.
4. **Code of Conduct:** All members must adhere to the Corp's Code of Conduct, Safe Sport policy, and the ethical standards of Taekwondo Ontario and Taekwondo Canada.
5. Any member may resign for any reason at any time. By motion of the Board of Directors, the membership of any member may be revoked for any violation of the rules of the Corp. The reason is normally for actions likely to bring discredit to the Corp, or for any other reason which in the opinion of the Board of Directors to be a reasonable one. A revoked membership may be appealed to the next meeting of the board and dealt with at that meeting.

Article IV: Governance & Board of Directors

1. **Governing Body:** The business and affairs of the Corp shall be managed by an elected Board of Directors (the "Board"). Board members are elected on a voluntary basis. When a Board of Directors position becomes vacant, a request to volunteer is communicated to current members, parents, and instructors. Any eligible volunteers are then voted to the position by the current Board of Directors.
2. **Board Composition:** The Board shall consist of at least three (3) directors, including the following officers:
    - **President:** Directs Corp operations, chairs meetings, serves as primary liaison to Taekwondo Ontario.
    - **Vice-President:** Oversees technical standards, belt grading, and coaching compliance.

- **Secretary:** Maintains records, meeting minutes, membership rosters, and official correspondence.
- **Treasurer:** Oversees financial accounts, budgeting, non-profit reporting, and financial transparency.
- **Fundraising:** Plans and executes fundraising activities.

3. **Term:** Directors shall be elected for a term of 2 years, eligible for re-election.
4. **Remuneration:** Directors shall serve without remuneration for their roles as Board members or may have membership dues waived to a maximum of $600 per calendar year. Head instructors or coaches may receive reasonable compensation for instructional services as approved by the Board.

Article V: Meetings

1. **Annual General Meeting (AGM):**
   - Held once per calendar year in Ontario (or virtually).
   - Notice of the AGM must be delivered to members at least twenty-one (21) days prior to the meeting.
   - Business at the AGM shall include review of financial statements, approval of minutes, election of Directors, amendments to the Constitution, and any other business relevant to the Corp and it's members.
2. **Special General Meetings:** May be called by the Board or upon written request from at least 15% of voting members in good standing.
3. **Voting Rights:** Each Director holds one (1) vote.
4. **Quorum:** Quorum for general meetings shall be at least four (4) voting members present in person or by proxy.

Article VI: Financial Management & Non-Profit Status

1. **Fiscal Year:** The fiscal year of the Corp shall run from July 1 to June 30.
2. **Non-Profit Mandate:**
   - The Corp shall be carried on without purpose of gain for its members.
   - Any profits or accretions to the Corp shall be used solely in promoting its objectives.

3. **Financial Records:** The Treasurer shall maintain accurate financial books. An annual financial statement must be presented at the AGM.

4. **Funding shall be from:**
    a. Membership dues; and
    b. Operating income from the sale of supplies and equipment to members; and,
    c. Donations and Subsidies; and,
    d. Fund raising as allowed by law, such as Bingo, Lotteries, and resale of any other goods or service to the public at large or to the members; and,
    e. Other incomes.

5. **Expenditures may include:**
    a. Membership Fees to senior organization(s).
    b. Expenditures incurred for members in the attendance of Regional, Provincial, National or International Taekwondo Tournaments or contests, as approved by the Board of Directors.
    c. Payment for rent, maintenance, cleaning and any other expense of maintaining a facility or training area.
    d. Purchase of equipment, supplies, or any other item necessary for the training and practice of the members of the association.
    e. Training for instructors, as approved by the Board of Directors.
6. The treasurer shall prepare and present the necessary financial statements and reports to the Board of Directors and membership for approval at the annual general meeting.

Article VII: Safe Sport & Disciplinary Oversight

1. **Safe Sport Compliance:** The Corp adopts the **Safe Sport** standards set out by Taekwondo Canada, including mandatory background checks (Vulnerable Sector Checks) for all instructors and coaches.

2. **Discipline:** The Board reserves the right to suspend or terminate the membership of any individual who violates the Code of Conduct or acts in a manner detrimental to the Corp or safety of others.

Article VIII: Constitutional Amendments & Dissolution

1. **Amendments:** This Constitution may be amended by a two-thirds (2/3) majority vote of members present and voting at an AGM or Special General Meeting.

2. **Dissolution:** In the event of the dissolution or winding up of the Corp, all remaining assets after the payment of all liabilities shall be distributed to another registered non-profit organization or amateur sport organization in Ontario with similar objectives.

General Bylaws of Petrolia Bluewater Taekwondo Corp

Bylaw 1: Governance & Board Operations

1.1 Qualifications of Directors

To serve as a Director on the Board, an individual must:

- Be at least 18 years of age.
- Be a member in good standing of the Corp.
- Not have the status of bankrupt.
- Pass a **Vulnerable Sector Check (VSC)** screening as required for sports administrators working with youth.

1.2 Board Meetings

- **Frequency:** The Board shall meet at least eight (8) times per year.
- **Notice:** Notice of Board meetings must be given at least seven (7) days prior.
- **Quorum:** A simple majority (50% + 1) of elected Directors constitutes a quorum for conducting Board business.
- **Decision Making:** Motions are passed by a simple majority vote. In the case of a tie, the President holds the casting vote.

1.3 Removal of Directors

A Director may be removed from office before the expiration of their term by a resolution passed by a two-thirds (2/3) majority of voting members at a Special General Meeting called for that purpose.

Bylaw 2: Financial Governance

2.1 Dues and Fees

- Annual or monthly membership dues, grading fees, and tournament entries shall be set annually by the Board of Directors.
- Dues are non-refundable except under special circumstances approved by the Treasurer and President.

2.2 Financial Controls

- All funds received must be deposited into the Corp's official financial account at a recognized Canadian financial institution.
- The Treasurer shall present a budget and actual financial summary at every regular Board meeting.
- Any unbudgeted expenditure exceeding **$500 CAD** requires explicit Board approval.

Bylaw 3: Belt Grading & Technical Governance

3.1 Belt Examination Standards

- Belt gradings (*Gup* levels) shall be conducted in accordance with World Taekwondo (WT) technical standards.
- Only certified Kukkiwon/WT Black Belt instructors recognized by Taekwondo Ontario/Taekwondo Canada may evaluate and award rank.

3.2 Dan/Poom Certificate Submissions

- High-rank promotions (*Dan/Poom*) must be submitted through official provincial/national channels to **Kukkiwon** (World Taekwondo Headquarters).

Member Code of Conduct

All members, instructors, parents, and guests of Petrolia Bluewater Taekwondo Corp are expected to uphold the five core tenets of Taekwondo: **Courtesy, Integrity, Perseverance, Self-Control, and Indomitable Spirit**.

Section A: Athlete Code of Conduct

1. **Respect & Courtesy:** Bow to instructors, black belts, and training partners when entering the *Dojang* (training area) and before/after practicing together.
2. **Punctuality & Uniform:** Arrive on time wearing a clean, official *Dobok* (uniform) with the appropriate belt properly tied.
3. **Safety First:**

- Keep fingernails and toenails trimmed to prevent injury.
- Remove all jewelry, watches, and sharp objects prior to training.
- Wear required protective sparring gear during *Kyorugi* sessions.

4. **Controlled Technique:** Martial arts techniques are to be used **only** within supervised class settings or in legitimate self-defense situations outside the Corp. Misuse of techniques is grounds for immediate expulsion.
5. **No Bullying:** Physical, verbal, or cyberbullying of any member will result in immediate disciplinary action.

Section B: Parent & Spectator Code of Conduct

1. **Positive Reinforcement:** Support all athletes with positive encouragement. Avoid coaching from the sidelines or criticizing referees, instructors, or competitors.
2. **Respect the Dojang:** Spectators must remain in designated viewing areas and refrain from distracting athletes or instructors during class.
3. **Communication Channel:** Address technical or progress questions directly with the Head Instructor outside of active class times.

Section C: Instructors & Coaches Code of Conduct

1. **Safe Sport Compliance:** Adhere strictly to the **Taekwondo Canada Safe Sport Policy**, ensuring a safe, open, and transparent training environment.
2. **Duty of Care:** Prioritize the physical and emotional wellbeing of all students above competitive performance or grading speed.
3. **Professional Boundaries:** Maintain appropriate physical and professional boundaries at all times. Physical contact must strictly be for instructional, safety, or correction purposes with prior consent.

Disciplinary Procedure & Sanctions

If a member fails to adhere to the Bylaws or Code of Conduct, the Board of Directors shall apply the following progressive discipline procedure:

1. Informal Verbal Warning (Instructor / Director)
2. Formal Written Warning (Board Review)
3. Temporary Suspension from Training / Events

4. Formal Revocation of Membership (2/3 Board Vote)

Note on Gross Misconduct: Severe infractions—including harassment, violence, theft, or breaches of Safe Sport—may result in immediate suspension pending an official investigation, bypassing steps 1 and 2.

APPENDIX

APPENDIX 1: RULES, REGULATIONS, RIGHTS AND OBLIGATIONS

Board Of Directors:

1. The Board will declare, amend or delete rules.

2. Board members wishing to vote must be:

    (a) in good standing (dues paid)

    (b) at least a 1st dan black belt recognized by the World Tae Kwon Do Federation or an official elected by the existing Board

    (c) at least 18 years of age or older

    (d) must attend meetings regularly

3. Meetings will be:

    (a) held regularly

    (b) recorded in a log book

    (c) open for members to watch

4. The Board makes all business decisions including renovations, fund raising, disciplinary actions, etc.

Registration:

1. All members must be registered within the Corp.

2. Registration occurs the 15th of every month

3. Dues are due according to the registration agreement

4. Insurance must be bought or waived.

In The Corp:

1. Members are allowed to attend all classes

2. Members have reasonable access to the facilities

3. Alcohol, drugs and smoking are forbidden.

4. Members are responsible for maintenance and cleanliness of the Corp.

In The Do-Jang:

1. All members must sign in before training.

1. Members bow when entering or leaving the do-jang.

2. Members bow to higher belts and refer to them as "Sir" or "Ma'am".

3. Students will have serious attitudes.

4. No profanity or loud talking.

5. Personal hygiene is essential. Nails will be kept short.

6. Higher belts will help lower belts kindly.

7. Sparring:

    a) permission from a black belt is required.

    b) full protective gear must be worn.

8. Regular attendance is expected.

9. No jewellery will be worn.

10. Clean WTF uniforms or loose clothing must be worn.

11. Students must obey any rules applied by the instructor.

**Proper Tae Kwon Do ethics are expected outside the Corp also.

APPENDIX 2: Serious Occurrences Policy

Petrolia Bluewater Tae Kwon Do is fully committed to safeguarding the welfare of all children and vulnerable persons accessing its facilities and programs. All instructors, volunteers, board members and adult participants share a responsibility to promote safe environments to protect children and vulnerable persons from harm. Petrolia Bluewater Tae Kwon Do recognizes its responsibility to promote safe environments and practices and to protect children and vulnerable persons from abuse and exploitation.

Policy Statement:

Petrolia Bluewater Tae Kwon Do recognizes its responsibility to promote safe spaces and to protect children and vulnerable persons from abuse and exploitation. Petrolia Bluewater Tae Kwon Do will refer any concerns that a child might be abused or at risk of harm to the appropriate child protection authority which is the Children's Aid Society. To fulfill the above policy statement, Petrolia Bluewater Tae Kwon Do is committed to:

- Providing safe environments for children and vulnerable persons;
- Identifying a child who is suffering, has suffered or is likely to suffer harm.
- Reviewing and evaluating implementation of this policy regularly for effectiveness.

Guiding Principles:

In our Corp where we teach respect and the 5 Tenents of Taekwondo: Perseverance, Indomitable Spirit, Self-Control, Courtesy and Integrity, we expect all students and instructors to live by these values. We will not condone any behaviours or activities that harm any of our students. We are bound by the "Duty to Report" if it becomes known in any way that a child has been harmed. We must call the authorities immediately (Children's Aid Society, OPP, medical assistance) to protect the child.

Key Concepts:

Any and all forms of abuse will not be tolerated or condoned and will be taken very seriously. Abuse comes in many forms such as, but are not limited to:

- Physical Abuse – involves a single or repeated instances of using force against a child or adult in such a way that the victim is injured or at risk of injury

- Discrimination – any form of unequal treatment whether based on race, gender, rank, socioeconomic status, or any other treatment deemed unfair by an individual
- Harassment – any words or actions that are unwelcome to an individual including but not limited to any unwelcome words and actions that are offensive, embarrassing, humiliating, demeaning or hurtful in any other way to an individual
- Sexual Harassment or Abuse – this is a form of abuse that is sexual in nature and can include but is not limited to inappropriate comments based on gender, unwelcome physical contact, displaying or sharing sexually offensive pictures, demands for dates or sexual favours etc.
- Emotional Abuse – this is a failure to provide a developmentally appropriate and supportive environment which is harmful to a person's sense of self-worth Psychological Abuse – this involves attempts to dehumanize or intimidate vulnerable individuals.
- Neglect – this is failing to provide what a child needs for his or her physical, psychological or emotional development and well being
- Poisoned Environment – this is created by comments or conduct that create an unhealthy environment for individuals
- Social Media - Abuse of any form will not be tolerated in our outside of the Corp which includes our social media platforms. Please refer to the photograph and social media policy for more information on the steps that are to be taken to protect members from abuse.

Responsibilities of Board Members and Instructors:

Petrolia Bluewater Taekwondo will ensure the Instructors, Board Members and other individuals provide a safe, healthy environment for students of all ages and genders. Everyone at Petrolia Bluewater Taekwondo Corp is expected to uphold and abide by this policy by refraining from any form of harassment or discrimination, and by fully cooperating in any investigation of discrimination, harassment or abuse.

All instructors, coaches and Board Members are required to obtain a Police Check with a Vulnerable Sector check every 2 years and give a copy to President or Master Instructor to be kept on file.

All instructors and Board members must be First Aid and CPR trained and a certificate must be kept on file at Corp.

Any new instructors to the Corp must provide 2 references to be followed up on by President.

Rule of two – there must always be 1 instructor and 1 adult present (ex. parent) during private lessons, training lessons, tournament activities and even when giving rides to other students to protect everyone involved.

Contact the President immediately upon becoming aware of any incidences.

Fill out serious occurrence form.

A confidential list will be kept with the Master Instructor at Petrolia Bluewater Taekwondo of individuals who have been banned from our Corp due to their behaviour or actions that are counter to this child protection policy.

**At present there is no list with the Ontario Taekwondo Association (the governing body for Taekwondo in the province) or Taekwondo Canada of individuals who are banned from Taekwondo.

Consequences:

Anyone involved in an active police investigation will be temporarily suspended from any and all classes and activities offered by Petrolia Bluewater Taekwondo Corp until innocence or guilt is proven. If and when a conviction is made or the situation is resolved, the Board will vote on how to proceed (cancel membership/Board seat/Instructor's privileges) with the individual and what the repercussions will be. If a person is banned from our Corp by decision of the Board, the individual's name will be added to our Banned List kept on file with the President and Master.

APPENDIX 3: Photograph Policy

Objective:

To protect our students from photographs being displayed (especially on social media) increasing the risk of vulnerability.

Parameters:

1. Upon filling out registration forms, all students and/or guardians must sign a photo/website waiver.

2. No photographs can be taken at any time by anyone for any purpose; except days set aside by the Master and Board of Directors.

3. On days when photos are allowed, a notice will be given in advance. Those who do not wish to have their children in photos can choose to avoid these particular days. If this isn't an option (ex. Testing days) the Taekwondo Corp will not post pictures - with students who have specifically requested no photos - on social media. **

**However in saying this, other parents have no way of knowing what other students don't want pictures taken/posted on social media. We can make our policies/procedures known to other families but it will be extremely difficult to monitor everyone being aware of everyone else's picture preferences.

Consequences:

First offence – If anyone is noticed taking pictures on any day other than a allowable picture day, they will be asked to stop and be reminded of our policy. Likewise, if anyone posts pictures on social media they will be asked to remove them immediately.

Second offence – If they refuse to comply or for a second time the policy is ignored, the student will be given a week's suspension.

Third offence – The student's membership will be terminated.

APPENDIX 4: Dress Code Policy

Objective:

To always represent Petrolia Bluewater TaeKwonDo Corp in a respectable manner, in all venues.

During Class:

Clean uniforms and belt. In summertime when the weather is hot, a clean white t-shirt or a TaeKwonDo t-shirt are acceptable in place of the uniform top. Absolutely no attire with offensive language is to be worn.

Demonstrations:

Clean uniforms and belt; shoes may be worn if outdoors.\

Fundraising and Community Events:

Corp TKD shirts or plain white shirt. Clean jeans or pants; no shorts or short skirts. No tank tops or clothing with offensive language or images.

Consequences:

Person will be asked to leave the event until proper attire is worn.

Sept. 16/26

Marcel Hildebrand, Treasurer

Becky Brand

Becky Brand, President