

By-Laws of American Chung Do Kwan, Limited

Article 1

Section 1. The name of this corporation shall be American Chung Do Kwan, Limited

Section 2. The office of the Corporation shall be located at 26196 E. Pine Street, Calumet, Michigan 49913 or at such other location as the Board of Directors may determine.

Section 3. American Chung Do Kwan, Ltd is a Michigan Domestic Nonprofit Corporation. 501c(3) EIN # 38-3361234.

Article 2

Purpose of the Organization

Section 1. The purpose of American Chung Do Kwan, Limited (hereafter referred to as ACDK or the Association) is to bring the Korean martial art of Tae Kwon Do, school of Chung Do Kwan, to the common public for all to learn and benefit from, and to improve society and advance the art and sport of Tae Kwon Do.

Section 2. The ACDK is bound by the tenets of Tae Kwon Do which are Courtesy, Integrity, Perseverance, Self-Control and Indomitable Spirit. The basic concepts are taught, encouraged and employed by the instructors and students in their daily lives.

Article 3

Board of Directors

Section 1. A Board of Directors (hereafter referred to as Board) of between six (6) and nine (9) members shall manage the business and property of the Corporation. All members of the Board of Directors (hereafter referred to as Directors) must be members in good standing of ACDK. This includes having completed the Safe Sports Act Certification and undergone and passed a background check.

Section 2. Elections to the Board will occur at least each August. ACDK members in good standing can apply to serve on the Board by submission of a letter stating their qualifications and reasons why they believe they are qualified to serve and will be an asset to the Board. Past Directors do not need to submit a letter of interest, an indication of interest, verbal or written, is sufficient. The current Directors shall review the applications, discuss, evaluate and then vote on the applicants. Directors are elected by simple majority of the Directors present.

Section 3. Directors will fill their position for a period of three years starting September 1st. After three years, a Director must step down from the Board for a minimum of one year unless the Board unanimously agrees to re-elect the Director for another 3-year term. A Director may not serve more than two consecutive 3-year terms. Elections shall be staggered such that approximately one third of the Board is replaced each year. There is no limit to the number of terms which can be served by an individual desiring to be on the Board of Directors.

Section 4. A Director can be removed from the Board by a simple majority vote of the current Board during a meeting or an event where a majority of the Directors, including at least one of the Co-Chairpersons, are present. A Director may resign from his/her position at any time.

Article 4

Meetings of the Board of Directors

Section 1. Board meetings are to be held at least one per quarter. Other meetings may be called by the Board as needed. Meetings may occur via teleconference, video teleconference, in person or by any other means of group communication that technology allows. To qualify as a Board meeting, a majority of the Directors and at least one of the Co-Chairpersons must attend the meeting. Individuals who are not Directors may be invited to participate in Board meetings but only the Directors may be present when a vote is taken.

Section 2. Any Director can call a Board meeting. It shall be the duty of the calling member to notify the Co-Chairpersons and to arrange for teleconferencing.

Section 3. At every such meeting of the Board, those at the meeting shall be entitled to cast one vote each. To allow the lower ranking members to vote without pressure from higher ranks, the votes will be cast in reverse Tae Kwon Do rank order, starting with the lowest ranking Director. All proxies shall be in writing and shall be filed with the Secretary prior to the transaction of any other business at such meeting and will be noted in the Minutes of the Meeting. Unless otherwise specified in these By-Laws, all votes will be by simple majority.

Section 4. The Secretary shall keep the minutes of the Board meetings. The official minutes of the Board meetings shall be distributed to all members of the Board, all Master Instructors, all Head Instructors and anyone else approved by the Board of Directors. Distribution of sensitive personal information may be restricted to the Board.

Article 5

Officers

Section 1. The offices of this Corporation shall be two Co-Chairpersons, a Treasurer, a Secretary, and a Website Administrator who does not have to be a current member of the board of directors. One Co-Chairperson shall be selected each year to serve a two year term. Only Directors with at least two years left in their term are eligible to be elected as Co-Chairperson. The other Officers shall be elected to one year terms. Elections for Officers shall be held at the first meeting of the new Board each September. Directors may serve up to two consecutive terms in the same Office. Officer Titles and responsibilities are subject to change as determined by a simple majority vote of the Board in response to events which may arise.

Section 2. One of the Co-Chairpersons shall preside at all Board meetings. The Co-Chairpersons do not have sole decision making authority. The office of Co-Chairperson is a two-person role with the purpose of providing a system of checks and balances in decision-making. The Co-Chairpersons are advisors and consultants and are chosen for their breadth and depth of life knowledge and their taekwondo experience.

Section 3. The Secretary shall issue the notices of all meetings, shall attend and keep the minutes of the same, and shall keep such records as the Board deems necessary. The Secretary shall receive any correspondence addressed to the Board, acknowledge the receipt of said correspondence and distribute it to the rest of the Board. Unless the information is confidential, the Secretary will inform the Head Instructor if one of their students contacts the Board.

Section 4. The Treasurer shall report on the financial state of ACDK at each Board meeting including the balance of all accounts and any upcoming expenses. In addition, the Treasurer shall audit the financial records kept by the Administrator at least quarterly. S/He shall perform all other duties as are incident to this office.

Section 5. The Website Administrator will maintain regular contact with the Board of Directors to ensure that any problems or changes that need to be made will be addressed in a timely fashion. The website information, username and password, will be maintained by both the ACDK Administrator as well as the Website Administrator. In the event any changes to this information occur, both parties shall be made aware of the changes.

Article 6

ACDK Administrator

Section 1. The ACDK Administrator (hereafter referred to as the Administrator) is responsible for all of the Corporation funds and keeping the records of the Corporation. The Administrator shall have custody of all money and securities of the Corporation. The Administrator shall keep regular books of account and submit them, electronically or physically, together with all vouchers, receipts, records and other papers to the Directors for their examination and approval as often and in such format as the Board may require.

Section 2. The ACDK Administrator shall be paid \$350 per month compensation. Any adjustment in the compensation shall be approved by a majority of the Board of Directors.

Section 3. If the Administrator is elected as a Board member, the administrator must excuse himself from any votes that concern monies directly related to his or her position. The administrator must be absent during any discussion concerning the payment towards his or her position. He or she may be called upon to answer any questions the rest of the board may have, but may not be a part of the meeting when any vote or discussion takes place. When requesting funds for supplies to aid in his or her duties as Administrator, he or she may be present during discussion and provide opinions and facts concerning the need for the funds, but may not have a vote in the final decision in approving the funds.

Article 7

Expenses

Section 1. Any expenditure of \$500 or more must be pre-approved by the Board. Expenditures of less than \$500 may be approved by the Board, by the two Co-Chairpersons or by one Co-Chairperson and another Director. Expenditures may not be approved by the Director requesting the reimbursement.

Section 2. The Administrator is authorized to pay standard bills approved by the Board including insurance, the instructor portion of testing fees, office supplies, taxes, payroll, patches, certificates, Black Belt coins, lapel pins, stickers and manuals.

Section 3. Pre-approved expenses will be reimbursed either partially or in full upon receipt of proof of the expense as ACDK finances allow.

Article 8

Compensation

Section 1. Directors shall serve without salaried compensation, except they may be reimbursed upon a simple majority vote of the Board for their reasonable expenses incurred in the discharge of their duties pursuant thereto.

Section 2. A simple majority vote of the full Board shall determine the compensation for all officers and employees of the Corporation.

Section 3. The salaries stated in Section 2 above shall be paid only in the event that the aforementioned officers are present and fulfilling their duties as officers and employees of the Corporation for the period of time prescribed.

Section 4. The Board shall determine the compensation for such other employees of the Corporation.

Article 9

Amendments

Section 1. These By-laws may be altered, amended or repealed and new By-laws adopted by a simple majority vote of the Board at any regular or special meeting of the Directors duly called for that purpose.

American Chung Do Kwan Rules and Regulations

1. MEMBERSHIP AND DUES

a. Definitions

- i. Active Black Belt – an ACDK Adult Black Belt Instructor that is actively training or instructing Taekwondo, with the intent on testing for their next Dan rank through the ACDK, or with the intent of instructing and testing students for their next Gup rank through the ACDK, and has maintained Instructor Status through paying dues and acquiring the required certifications stated below.

- b. Student Membership: Lifetime student membership dues are included in the 9th Gup testing fee.

c. Instructor Membership and Requirements

- i. In addition to black belt fees to maintain Instructor status within the association, due to the recommendations brought forth by the Safe Sports Act adopted in January of 2018, all Active **Adult** Head Instructor Black Belts are required to undergo and pass a background check every other year, or submit proof of an existing background check from another organization, if the instructor is currently teaching students. This is to ensure the safety of all of our students within the ACDK. This can be done through Sterling Volunteers, where the ACDK is a registered organization, <https://app.verifiedvolunteers.com/en/Candidates/Account/Register> and paid at the expense of the requesting Head Instructor. The requesting black belt needs to contact the Administrator and he/she will send an invitation to have a background check done. Or if the Head Instructor has had a background check done within the calendar year with a different organization, a copy of that background check can be submitted to the ACDK Administrator.
- ii. In order to maintain their instructor status within the association, due to the recommendations brought forth by the Safe Sports Act adopted in January of 2018, all Active **Adult** Black Belts working with students under the age of 16 are required to take the Safe Sports Act Abuse and Mandatory Reporting training every other year if the instructor is currently teaching students. This is to ensure the safety of all of our students within the ACDK. This can be done through the U.S. Center for Safe Sports, <https://www.athletesafety.org/training/details/15>, and the instructor is responsible for cost of the instruction and providing proof of certification to the Administrator. Or if the Head Instructor has already been Safe Sports certified through a different organization, that certification can be submitted to the ACDK Administrator.

- d. Black Belt Dues
 - i. Initial Dues: Initial Black Belt dues are included in the 1st Dan testing fee.
 - 1. If promoted after September 30th dues carry through to the following year
 - ii. Annual Dues shall be paid by March 30th each year
 - 1. Adult Black Belt: \$50
 - 2. Junior Black Belt (under 16 on January 1st): \$30
 - 3. Instructors may charge sales tax on Annual Dues if required by local law.
 - iii. Black Belt registration for the full time-in-grade is required to test for 2nd Dan and above

2. TESTING RULES AND FEES

- a. An Instructor must be a Certified Instructor and current on their Annual Dues to hold a testing. ACDK may withhold the Instructor portion of the testing fee to cover any outstanding Annual Dues owed by the Instructor.
- b. Any testing held by an individual who is not a Certified Instructor will not be recognized without the approval of the Board. Testing certificates shall be withheld until delivery is approved by the Board. The individual conducting the unauthorized testing shall be subjected to discipline by the Board including suspension of Instructor rank or loss of time-in-grade.
- c. The testing fee for each rank, the amount paid to the instructor and the amount retained by ACDK are shown below.

Rank	Testing Fee	Instructor	Association
9 th Gup	\$40	\$0	\$40
7-8 th Gup	\$35	\$15	\$20
5-6 th Gup	\$40	\$20	\$20
3-4 th Gup	\$50	\$25	\$25
2 nd Gup	\$55	\$30	\$25
1 st Gup	\$60	\$35	\$25
1 st Dan	\$200	\$70	\$130
2 nd Dan and Above	\$150	\$70	\$80

- d. No student testing fees will be paid to the Senior Testing Official or any member of the Board of Directors.
- e. Instructors may charge sales tax on top of testing fees if require by local law.
- f. Only the portion of the testing fees due to the Association must be sent to the ACDK Administrator.

- g. Instructors should submit one check for testing fees except for clubs on military installations or other facilities that do not allow instructors to collect money.
- h. The following time-in-grade is required to test for ranks beyond 1st Dan.

Rank	Time Required
2 nd Dan	2 years
3 rd Dan	3 years
4 th Dan	4 years
5 th Dan	5 years
6 th Dan	6 years

- i. Students with prior martial arts experience must be a member of ACDK for at least the required time-in-grade before testing for their next rank.
- j. Students with the rank of 2nd Dan or higher will be given the option of testing for a lower Dan rank provided they are a member of ACDK for at least the required time-in-grade for that Dan rank.
- k. Students must be a member of ACDK for at least one year before testing for a Black Belt rank.
- l. A waiver of time-in-grade beyond three months shall be brought to the Board for consideration
- m. After successfully testing for a Black Belt rank with ACDK students shall receive a Black Belt coin and shall be eligible to apply for a Kukkiwon certification.

3. INSTRUCTOR GRADES

- a. All Active ACDKL Black Belt Instructors will need to complete an online Instructor's Seminar, which can be found at acdkl.org, or attend an In-Person Instructor's Seminar every two years to maintain their Instructor Status.
 - i. Students who will be eligible to test for 1st Dan within the next 6 months may complete online or attend an Instructor's Seminar so they can become a Certified Instructor as soon as they earn their 1st Dan
 - ii. Junior Black Belts may complete online or attend an Instructor Seminar so they can become a Certified Instructor as soon as they turn 16
- b. Certified Instructors
 - i. Must be at least a 1st Degree Black Belt.
 - ii. Must be at least 16 years old.
 - iii. Must attend or complete an online Instructor's Seminar at least once every two years if they are working with students under the age of 18.
 - iv. Must be certified through the Safe Sports Act every other year.
 - v. Are recommended to undergo a background check every other year.
 - vi. First Aid and CPR certification is highly recommended.
- c. Head Instructor
 - i. Must be a Certified Instructor.
 - ii. Must undergo and pass a background check every other year.

- iii. Each ACDK school shall have a single Head Instructor who is responsible for the school and recorded as such with the ACDK Administrator.
- iv. Students who tested for their last Black Belt rank with ACDK
 - 1. Must be sponsored by their Instructor
 - 2. Must sign the Head Instructor application form (Appendix 1)
 - 3. Must have at least one year of experience as a Certified Instructor
 - a. A Certified Instructor with less than one year of experience may open a school with the approval of the Board if their Instructor agrees to act as the Head Instructor until they reach one year of experience.
- v. Students who did not test for their last Black Belt rank with ACDK must follow the acceptance procedure in Appendix 2.
- d. Master Instructor
 - i. Must be a Certified Instructor
 - ii. Must be a 4th Dan or higher
 - iii. Must have been at Head Instructor of a school for at least two testing cycles or at least six months whichever is greater.
- e. Grand Master Instructor
 - i. Must be a Certified Instructor
 - ii. Must be an 8th Dan or higher

4. UNIFORMS

- a. The student uniform is a plain white v-neck martial arts uniform (dobak) with a white collar.
- b. The Black Belt uniform is a plain white v-neck martial arts uniform (dobak) with a black collar.
- c. The Grand Master and Master Instructor uniforms are a plain white v-neck martial arts uniform top with a black collar and black pants.
- d. Any manufacturer's emblem/brand that cannot be easily removed is allowed provided all other standard patches are in place.

Appendix 1: Head Instructor Application

The potential new Head Instructor must understand that:

- 1) The ACDK's purpose is to promote, support, and preserve Tae Kwon Do Chung Do Kwan, through the training and education of individuals and members of affiliated organizations in the art and science of Tae Kwon Do, and the recognition of goals and achievements obtained through such training and education.
- 2) All new Adult Black Belt Head instructors to the ACDK must undergo and pass a background check.
- 3) All new Adult Black Belt Head instructors to the ACDK must send a certificate to the administrator showing they have completed the Safe Sports Act training.
- 4) The ACDK operates on a code of morals and ethics.
- 5) All printed material, logos, patches, etc. are property of the ACDK.
- 6) Questions or issues within the ACDK are to be directed to that member's instructor. If there is an issue with the member's instructor, the student should contact the instructor's instructor or the Board of Directors.
- 7) If an ACDK member has responsibility for a Tae Kwon Do program, all of the students in the program are required to be ACDK members after their first test.
- 8) All students within the ACDK are to be tested according to the ACDK testing requirements, contained in the ACDK student manuals.
- 9) All Tae Kwon Do testing fees and certificate requests are to be forwarded to the ACDK administrator.
- 10) Any unethical or illegal conduct, or other conduct that is contradictory to the ACDK policies, procedures, or intent, can result in dismissal or other sanctions of a member, after an ACDK Board of Directors review and evaluation.

Applicant's Signature	Date	ACDK Co-Chairperson	Date
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Applicant Name (Printed)	Date	ACDK Co-Chairperson	Date
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ACDK Administrator	Date	Date forwarded to Board
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Appendix 2: American Chung Do Kwan Black Belt Acceptance Procedure

This procedure is for a Black Belt to join the American Chung Do Kwan (ACDK). This procedure is intended for Black Belts who are in a separate location; it is not intended for a Black Belt joining an existing school under an ACDK instructor.

- 1) The applicant must submit an application to join the ACDK. (see Appendix 3) This application will help the ACDK Board of Directors and the potential new member understand why each would be a good match for one another. Due to past problems, the safety of our students and the value of our association's representation, we focus on morals and ethics. To ensure our future members have followed these guidelines, we ask for social security numbers and criminal history in the application.
- 2) All new Adult Black Belt Instructors to the ACDK must undergo and pass a background check.
- 3) All new Adult Black Belt Instructors to the ACDK must send a certificate to the administrator showing they have completed the Safe Sports Act training.
- 4) The applicant must be interviewed (via phone) by two designated members of the Board of Directors.
- 5) The Board of Directors will vote on starting the acceptance procedure or not, from the candidate's application and the initial interview. If in agreement by a majority vote, the Board will present the applicant with material for review, such as testing requirements and the policies and procedures of the ACDK. The Board will also designate an ACDK Master Instructor to interview and evaluate the applicant and to report to the Board.
- 6) The applicant must meet, in person, the ACDK's contact. At this meeting the Board's contact will interview and evaluate the applicant. This will include, but not be limited to the applicant's martial arts techniques, forms, self-defense, sparring, instructional qualities, moral standings and future intent in martial arts and Tae Kwon Do. This will give the applicant a chance to perceive what techniques, forms, self-defense, sparring, instructional qualities, and moral standings the ACDK expects and exhibits. The Board's contact will review the application procedure with the candidate. The applicant will incur the travel expenses on the first visit. Depending on the distance between the applicant and designated ACDK contact, the travel expenses may include reasonable airfare or mileage, two nights of hotel expenses, and two days of meal expenses.
- 7) When the ACDK's contact person reports to the ACDK Board of Directors, the Board will vote on either accepting the new Black Belt for a six-month probationary period or to not accept them as a member. The vote must pass by a majority vote.
- 8) If a probationary period is granted, the Board will designate a temporary instructor for the probationary period. During the six month probationary period, the instructor and probationary member will have monthly meetings (over the phone or in person) and meet at least once more in person to review the probationary member's abilities and improvements if required. The Board's contact will report to the Board at least three times and after every "in person" meeting with the probationary member. The second visit's travel expenses will be incurred by the ACDK.
- 9) After the six-month probationary period, with the temporary instructor's input, the Board of Directors will vote to accept or not accept the Black Belt as an ACDK member.
- 10) If the probationary Black Belt is accepted, he/she will choose an instructor in the ACDK who must be at least one Dan rank above the new member.
- 11) The new ACDK member must:
 - Attend one ACDK sanctioned event (i.e. summer camp, instructor's seminar, etc.) per year for three years. [If no event is available, they may attend three classes or six hours of instruction per year at an actively registered ACDK school.
 - If the new member will instruct students, he/she must also attend an Instructor Seminar within the first year of membership.

Appendix 3: New Member Application

The potential new member/probationary member must understand that:

- 1) The ACDK's purpose is to promote, support, and preserve Tae Kwon Do Chung Do Kwan, through the training and education of individuals and members of affiliated organizations in the art and science of Tae Kwon Do, and the recognition of goals and achievements obtained through such training and education.
- 2) All new Adult Black Belt Instructors to the ACDK must undergo and pass a background check.
- 3) All new Adult Black Belt Instructors to the ACDK must send a certificate to the administrator showing they have completed the Safe Sports Act training.
- 4) The ACDK operates on a code of morals and ethics.
- 5) All printed material, logos, patches, etc. are property of the ACDK.
- 6) Questions or issues within the ACDK are to be directed to that member's instructor. If there is an issue with the member's instructor, the student should contact the instructor's instructor or a Board of Directors.
- 7) If an ACDK member has responsibility for a Tae Kwon Do program, all of the students in the program are required to be ACDK members after their first test.
- 8) All students within the ACDK are to be tested according to the ACDK testing requirements, contained in the ACDK student manuals.
- 9) All Tae Kwon Do testing fees and certificate requests are to be forwarded to the ACDK administrator.
- 10) New ACDK black belts will not be tested or promoted within the ACDK, or receive Kukkiwon certification, for at least one year. After the first year, the new member must have their time-in-grade, and then it is up to the instructor as to when the new member is ready to test.
- 11) Any unethical or illegal conduct, or other conduct that is contradictory to the ACDK policies, procedures, or intent, can result in dismissal or other sanctions of a member, after an ACDK BOD review and evaluation.

Applicant's Signature	Date	ACDK Co-Chairperson	Date
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Applicant Name (Printed)	Date	ACDK Co-Chairperson	Date
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ACDK Administrator	Date	Date forwarded to Board
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ACDK Board initial vote date and result _____

ACDK Board final vote date and result _____