



National Collegiate Taekwondo Association

PO Box 1255

Princeton, NJ 08542-1255

<http://www.ncta-usa.com/>

BYLAWS

OF THE

NATIONAL COLLEGIATE TAEKWONDO ASSOCIATION



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ARTICLE I.

PURPOSES AND POWERS

The purposes and powers are enumerated in the constitution.

ARTICLE II.

LOCATION OF OFFICE

The office of this organization shall be located in the county and city of the institution of the President for the period of his term.

ARTICLE III .

MEMBERSHIP:

DEFINITION AND ELIGIBILITY

Section 1: Membership Categories

The following types of membership are established and recognized:

A. Institutional members



National Collegiate Taekwondo Association

PO Box 1255
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B. Individual members

1. Coaches, referees, and officials
2. Student
3. Life member
4. Honorary

Section 2: Definitions of membership classifications

A. Institutional Members

An institutional member is a university or college club located within the jurisdiction of the NCTA and is recognized by and registered with this respective institution. The Taekwondo club(s) formed within or by an institutional member must be a non-profit organization and operate under a written constitution and Bylaws, or written articles of association.

B. Individual Members

1. Coach, referee, or official affiliated with a university or college club or the NCTA. This also includes individuals interested in supporting the NCTA and collegiate Taekwondo.
2. Student: Students who are currently officially registered for and pursuing at least a half-time or course of study (or at least 6 university-equivalent credits) at a university or similar institute whose status as a university is recognized by the appropriate national academic authority of their country; or students who have been awarded a degree from a university or similar institute in the current or previous year.
3. Life Member: Any individual registered member who has paid his/her life membership fee. If for any reason a life membership status is canceled by this organization, the life membership fee will be refunded after deduction of all annual fees accumulated during the period of life membership.



National Collegiate Taekwondo Association

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4. Honorary: One who has been awarded special recognition by this organization because of distinguished service to the art and sport of Taekwondo or to this organization. Honorary members shall have no right to vote or hold elected office.

ARTICLE IV.

ADMISSION OF MEMBERS

Universities, colleges, other nationally accredited institutions of higher learning and other organizations shall become members of this organization upon payment of required dues and assessments. To be a voting member of the NCTA, a university, college or nationally accredited institution member must be represented at the current year's NCTA Championships by at least 3 athletes. Furthermore, to be a voting member, the representative of the member university, college or nationally accredited institution club must submit a letter demonstrating that the representative is recognized by their institution.

The following information, in addition to any other which the Board of Directors may feel desirable, shall be submitted by an institution seeking membership in this organization.

1. The nature and scope of its Taekwondo program;
2. The name and rank of the instructor;
3. Letter of recognition by the institution.

ARTICLE V.

BOARD OF DIRECTORS

Section 1: Composition



National Collegiate Taekwondo Association

PO Box 1255
Princeton, NJ 08542-1255
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The Board of Directors shall consist of one representative from each university, college, or other accredited institution that is a dues-paying member. Proxy and/or mailed in votes will not be accepted at business meetings of this organization.

Section 2: Responsibilities

The Board of Directors shall have such duties and powers as specified by the Bylaws of this organization. It shall also have authority to exercise jurisdiction in all matters not specified by the Bylaws.

Section 3: Duties

The Board of Directors shall be responsible for conducting all the affairs and business of this organization and shall be vested with all powers of this organization and with authority to act on all organizational matters.

Section 4: Executive Officers

The officers of the Board of Director shall be appointed by newly elected President. The officers shall be:

- A. President
- B. Vice-President (two shall be appointed)
- C. Secretary General
- D. Treasurer General
- E. Tournament Committee Chair
- F. Coaching Chair
- G. Referee Chair



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H. Medical Advisor

I. Legal Advisor

Section 5: Qualifications of Officers

The President shall hold at least a part-time position at his/her institution for at least five years. All other officers shall hold at least part-time positions with their institutions.

Section 6: Election of Officers

At the Annual Meeting, every fourth year the members of the Board of Directors shall elect the President of the Organization. A majority of the voting members present (and voting) shall be necessary for election of officers.

Section 7: Term of Office

The officers shall take office at the annual meeting at which elected for a term of four years.

Section 8: Committees

The President shall have the authority to form and dissolve all committees and to appoint members to serve on such committees unless otherwise specified in these Bylaws. All acting committees, once formed, are required to submit a progress report at each regular meeting. Each member shall individually have the responsibility of attending organizational meetings and keeping their respective institutions well informed on the activities of this organization.

Section 9: Amendment



National Collegiate Taekwondo Association

PO Box 1255
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The members shall have the power to amend these Bylaws upon a majority vote of the members of the Board present at annual meetings, and provided the requirements set forth below are met:

A. Amendments may be proposed in writing to the Board of Directors by any voting member of this organization.

B. All amendments, once voted in, shall take effect immediately unless otherwise stated,

Section 10: Delegation

The Board of Directors may, while retaining its responsibility, delegate power and authority to its members, committees, and other associated with this organization

Section 11: Discipline

The Board of Directors, unless otherwise given to some other person or group of persons under the constitution and Bylaws, shall have the power to discipline members and to impose enforce, or remit penalties for any violation of the constitution and Bylaws, or rules and regulations of this organization.

Section 12: Jurisdiction

The Board of Directors shall have the power to assume original or appellate jurisdiction, upon notice of those involved, in any matter where, in the opinion of two-thirds of the Board members, the best interest of this organization shall be served thereby; and the determination of the Board, after a full hearing of those involved who wish to be heard, shall be final and binding,

Section 13: Management

The management of the organization shall be vested in the officers and Board of Directors of this organization.



National Collegiate Taekwondo Association

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ARTICLE VI.

DUTIES AND RESPONSIBILITIES

Section 1: President

The President shall be vested with executive authority, shall be chairperson of the Board of Directors, shall be the executive editor of all publications of the organization, and shall perform the ordinary duties of the office. The President will act as the NCTA representative to the USA Taekwondo and International University Sports Federation.

Section 2: Vice-President(s)

The Vice-president(s) shall assume the duties of the President at such time as may be required by the absence or incapacity of the President. In addition, s/he shall function as assistant to the President in all matters pertaining to Taekwondo within the Jurisdiction of this organization.

Section 3: Secretary General

The secretary shall keep a record of the meetings of the Board of Directors and for the other meetings involving the membership, issue notices and perform other ordinary duties of the office or as assigned by the President or these Bylaws.

Section 4: Treasurer General

The Treasurer shall collect and, under the direction of the Board of Directors, arrange for the care and disbursement of all funds of this organization and the keeping of full and regular accounts, which shall, at all times, be open to inspection by the membership.



National Collegiate Taekwondo Association

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Section 5: Coaching Chair

The Coaching Chair shall select coaches for FISU World University Taekwondo Championships, Summer World University Games, Pan Am Collegiate Taekwondo Championships, goodwill exchanges, and other collegiate Taekwondo related events and shall, for all coaching selections, be open to inspection by the membership.

Section 6: Referee Chair

The Referee Chair shall review contest rules and conduct referee seminars and shall, for all activities, be open to inspection by the membership.

Section 7: Medical Advisor

The Medical Advisor shall advise the membership concerning all medical activities and shall, for all activities, be open to inspection by the membership.

Section 8: Legal Advisor

The Legal Advisor shall advise the membership concerning all activities and shall, for all activities, be open to inspection by the membership.

ARTICLE VII.

COMMITTEES

Section 1: Standing committees

The standing committees of this organization, whose members and chairperson shall be appointed by the president, unless otherwise provided herein, shall be as follows:



National Collegiate Taekwondo Association

PO Box 1255
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- A. Executive Committee;
- B. Referee Committee;
- C. Coaching Committee
- D. Tournament Committee.

Section 2: Temporary Committees

The President shall have the authority to create and disband all temporary committees, appoint the members and chairperson thereof and determine the size and duties of such committees.

ARTICLE VIII.

EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall be composed of the following:

- A. President
- B. Vice-presidents
- C. Secretary General
- D. Treasurer General
- E. Coaching Chair
- F. Referee Chair
- G. Medical Advisor



National Collegiate Taekwondo Association

PO Box 1255
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H. Legal Advisor

Section 2; Duties and responsibilities

The Executive Committee shall conduct the affairs of the organization between meetings of the Board of Directors, act as a committee on credentials at the meetings of the Board or Directors, and at the discretion of the President, shall meet prior to all meetings of the Board of Directors with respect to the affairs of the organization. This committee shall have the power to appropriate funds for organizational business.

ARTICLE IX.

MEMBERSHIP, RULES, AND

ELIGIBILITY COMMITTEE

Section 1: Composition

The Membership, Rules, and Eligibility Committee shall be composed of the Secretary General who will act as chairperson and not less than three other members in good standing with the Association. The members shall be appointed by the President for a term of two years.

Section 2: Duties and Responsibilities

The Membership, Rules and Eligibility committee shall consider, prepare, and present to the Board of Directors all proposed changes in rules and regulations of the Association and the National Collegiate Taekwondo Championship.

This committee shall also investigate and report to the Executive Committee about conduct, practice, or abuse by members or non-members tending to mislead, impose upon or endanger the public or otherwise bring Taekwondo or this organization into disrepute;



National Collegiate Taekwondo Association

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and, with approval of the Executive committee, take steps to correct any such conduct, practice, or abuse.

This committee shall seek to maintain and enforce the amateur code as applicable to members of this organization.

This committee shall seek to maintain high standards of all conduct and performance among members of the organization in all matters pertaining to Taekwondo.

ARTICLE X.

COLLEGIATE PROGRAM DEVELOPMENT

AND PUBLIC RELATIONS COMMITTEE

Section 1: Composition

The Collegiate Program Development and Public Relations committee shall be composed of the Vice-President and not less than three other members in good standing with the Association. Members shall be appointed by the President for a term of two years.

Section 2: Duties and Responsibilities

The Collegiate Program Development and Public Relations Committee will publicize and promote the National Collegiate Taekwondo Association to the general public. This committee shall also be responsible for publications of the organization.

This committee shall make recommendations to the President about ways to increase the effectiveness and reputation of the Association; advise and assist members of the Association in public relations matters; and stimulate and improve Taekwondo programs throughout the colleges, universities, and other institutions of higher learning.

This committee shall publicize the NCTA Code of Conduct to the members of the organization.



National Collegiate Taekwondo Association

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ARTICLE XII.

TOURNAMENT AND NATIONAL CHAMPIONSHIP COMMITTEE

Section 1: Composition

The Tournament and National championship Committee shall consist of not less than three members in good standing with this organization. Members shall be appointed by the President for a term of two years, The National Championship Tournament Director shall be a member of this committee during the academic calendar year of the of the NCTA Championship for which he/she is serving as the director.

Section 2: Duties and Responsibilities

The Tournament and National Championship committee shall be responsible for promoting and administering the National Championships; shall make recommendations to the President as to acceptable tournament directors and locations for the national Championships: and make any necessary arrangements so as to assist the tournament director with the National championships.

This committee shall assist colleges, universities, and other institutions of higher learning with setting up and running Taekwondo tournaments, It will establish a standard of publication and other printed matters (in general information, applications, posters, and programs, etc.) related to official championships.

Section 3: National championship Director

The National championship Director shall be responsible for the organization and operation of the annual national championship. In addition to the usual and customary tournament expenses, the director shall be required to provide transportation, room & board for the current NCTA president and the most recent past NCTA president.



National Collegiate Taekwondo Association

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During the National championship Tournament each year, the location and the director for the following year's tournament will be chosen.

Section 4: Criteria for the national collegiate team selection

Selection procedures will be written specifically for each World University Taekwondo Championship, each Summer World University Games (Universiade), and each Pan Am Collegiate Taekwondo Championship. Said procedures will specify the seeding and format of the collegiate team trials for those events.

Section 5: Seeding for the National Collegiate Championships.

Seeding for the National Collegiate Championships will be ranked according to their results in the following events:

1. Olympics
2. Taekwondo World Championships
3. Taekwondo World Cup
4. Summer World University Games (Universiade)
5. World University Taekwondo Championships
6. Pan Am Games
7. Pan Am Championships
8. Pan Am Collegiate Taekwondo Championships
9. United States National Team Trials
10. US Collegiate National Team Trials
11. US Collegiate National Championships
12. US Senior National Championships
13. US Junior National Championships

ARTICLE XIII

MEETINGS



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Section 1: Annual Meeting

The Board of Directors shall hold two meetings each year. One meeting shall be held in conjunction with the NCTA National Taekwondo Championships, or at such other time as may be prescribed by the Executive Committee.

A second meeting shall be held during the year approximately 6 months offset from the NCTA National Taekwondo Championships, or at such other time prescribed by the Executive Committee.

Section 2: Special Meeting

Special meetings shall be called by the President on the written request of two-thirds (2/3) of the Executive Committee or two-thirds (2/3) of the voting membership,

ARTICLE XIV.

FEES, ASSESSMENT, AND

REGISTRATION

Section 1: Authority

The Treasurer, with the approval of the Board of Directors, shall have the power to set and collect from the members, all fees, dues, and assessments required for conducting the affairs of this organization.

Section 2: Schedule of Membership Fees

- A. Institutional Members \$100.00 (annually)
- B. Individual Members \$20.00 (annually)
 - 1. Faculty/Staff
 - 2. Student
 - 3. Life Member
 - 4. Honorary



National Collegiate Taekwondo Association

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Section 3: Failure to Pay

Members knowingly in arrears of payment of fees shall not be entitled to any of the privileges, benefits, or rights of membership until all arrears have been paid in full. Annual registration fees are not cumulative, however, and for this fee, only current registration is all that is required.

Section 4: Disposition of Fees

All fees and assessments, by whomever received, shall be accounted for and deposited in the account of this organization.

ARTICLE XV.

AGENDA

Section 1: New Business

Any member institution, member of the Executive Committee or Committee Chairperson may place before the annual business meeting any matter relating to the affairs or objectives of this organization provided that at least 45 days before the date of the meeting, he/she submits a written notice to the secretary describing specifically that matter he/she wishes to place before the annual business meeting and states his/her proposal with respect to such matters, Matters so noticed shall be placed on the agenda without requiring approval of the Executive Committee or the Board of Directors.

Section 2: Dispersal of Agenda

At least 30 days before each business meeting, the secretary shall distribute to each member institution, all members of the Executive Committee and all standing committees, a copy of the entire agenda.

ARTICLE XVI.



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TERMINATION ON TRANSFER

DISCIPLINE

Section 1: Property and Use of Affiliation

Upon termination of membership for any reason whatsoever, each member agrees to return all property of the organization and cease forthwith all further use of any property or other rights of this organization unless expressly authorized otherwise by the Board of Directors. Each member agrees not to indicate, directly or indirectly, affiliation with or recognition by the organization after termination of membership.

Section 2: Assigning or Transferring Rights

No membership may be transferred or assigned.

Section 3: Discipline

Any group or individual member may be expelled, suspended, placed on probation or otherwise disciplined for violations of the Constitution and Bylaws, rules or regulations duly adopted by this organization or for conduct which is disloyal to this organization or is unbecoming of Taekwondoists, or tends to discredit Taekwondo, or this organization. or tends to impose upon, endanger, or mislead the public.

1. Student athletes who have submitted false credentials for entry into an NCTA event (National Championship, Collegiate team trials, etc.) shall be expelled from that event and will not be allowed to compete at any NCTA events for one (1) year.
2. Furthermore the institution (college, university or other accredited institution) said student in representing will not be eligible for the any of the team competitions for that event.

Section 4: Presentation of Charges



National Collegiate Taekwondo Association

PO Box 1255
Princeton, NJ 08542-1255
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It shall be the right of a member against whom charges are referred to be A with a copy of the charges at least 30 (thirty) days prior to any scheduled hearing. No other charges may be asserted at the hearing. The charges shall be in sufficient detail to enable the member to prepare a defense.

Section 5: Board Vote

A two-thirds (2/3) vote of the Board of Directors shall be required to uphold any charges which have been referred.

ARTICLE XVIII.

AGENDA OF BUSINESS section 1: Agenda for Business Meeting

The order of business of all meetings, unless otherwise specified, shall be as follows:

1. Roll-call
2. Reading of Minutes
3. Treasurer General's Report
4. Reports of the Officers
5. Committee Reports
6. Unfinished Business
7. New Business
8. Program (if any)
9. Selection of Tournament Site
10. Election of Officers
11. Adjournment



National Collegiate Taekwondo Association

PO Box 1255
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Section 2: Applicability of Provision

Provision ten (10) shall be applicable only during the annual meeting of every four years,

Section 3: Dispensing with Order of Business

Upon motion and approval thereof, any or all of the items listed in Section 1 above, "Order of Business" may be dispensed with.

ARTICLE XVIII.

FISCAL YEAR

The fiscal year of this organization shall be from January 1 through and including December 31.

ARTICLE XIX.

NON-DISCRIMINATION POLICY

The organization will provide an equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate in collegiate taekwondo events without discrimination on the basis of race, color, religion, age, gender, sexual orientation, gender identity, or national origin.

ARTICLE XX.

PARLIAMENTARY AUTHORITY

In the event of dispute, the latest edition of Robert's "Rules of Order" shall govern the proceedings at all meetings of this organization.