

BYLAWS OF  
**OKLAHOMA STATE TAEKWONDO ASSOCIATION**  
*As Revised 11 December, 2019*

ARTICLE I – NAME AND PURPOSE

*Section 1 – Name:* The name of the organization shall be **Oklahoma State Taekwondo Association**. It shall be a nonprofit organization incorporated under the laws of the State of Oklahoma.

*Section 2 – Purpose:* **Oklahoma State Taekwondo Association** is organized exclusively for the purpose of improving grassroots level education and participation in amateur level sport taekwondo in the state of Oklahoma.

**The purpose of this association is accomplished by:**

- **implementing annual training for instructors, athletes, referees, and coaches at the amateur level to increase awareness in technique development, teaching methods, and competition rule changes;**
- **providing venues for competition by amateur athletes in the state of Oklahoma; and**
- **sponsoring the Oklahoma State Championship tournament, which is the national level qualifier for junior and senior amateur competitors in the state of Oklahoma.**

ARTICLE II – MEMBERSHIP

*Section 1 – Eligibility for membership:* The membership of this association shall be open to **all USA Taekwondo (USAT) member schools, as well as all individual USAT members within the state of Oklahoma.**

*Section 2 – Annual dues:* The OSTA collects no annual dues. It is funded specifically by tournament registration costs and individual donations.

*Section 3 – Rights of members:* Each member club shall be eligible to appoint one (1) voting representative per thirty-five (35) individual athlete members.

*Section 4 – Resignation and termination:* Any member may resign by filing a written resignation with the secretary. A member can have their membership terminated by a majority vote of the membership.

*Section 5 – Non-voting membership:* The board shall have the authority to establish and define non-voting categories of membership.

## ARTICLE III – MEETINGS OF MEMBERS

*Section 1 – Regular meetings:* Regular meetings of the members shall be held quarterly, at a time and place designated by the President.

*Section 2 – Annual meetings:* An annual meeting of the members shall take place in the month of October, the specific date, time and location of which will be designated by the President. At the annual meeting the Nominating Committee shall nominate and the Board will confirm or deny the appointment of directors and officers. The Board will receive reports on the activities of the association, and determine the direction of the association for the coming year.

*Section 3 – Special meetings:* Special meetings may be called by the President or a simple majority of the Board of Directors. A petition signed by five (5) percent of voting members may also call a special meeting.

*Section 4 – Notice of meetings:* Written or electronic notice of each meeting shall be provided to each OSTA member clubs appointed representative, and made available for viewing by all members.

*Section 5 – Quorum:* Quorum for all properly announced meetings shall be two thirds (2/3) of total present voting representatives. In the event of a tie vote, the President shall represent the tie breaker.

*Section 6 – Voting:* All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

## ARTICLE IV – BOARD OF DIRECTORS

*Section 1 – Board role, size, and compensation:* The board is responsible for overall policy and direction of the association, and delegates responsibilities of day-to-day operations to the staff and committees. **The board shall have up to twenty (20) but not fewer than five (5) members.** The board receives no compensation other than reasonable expenses.

*Section 2 – Terms:* All board members shall serve a term of three-year.

*Section 3 – Meetings and notice:* The board shall meet at least quarterly, at an agreed upon time and place. An official board meeting requires that each board member have written or electronic notice at least two weeks in advance.

*Section 4 – Board elections:* New officers and current officers shall be elected or re-elected by the voting representatives of members at the annual meetings. Officers will be elected by a simple majority of members present at the annual meeting.

*Section 5 – Election procedures:* A Board Nominating Committee shall be responsible for nominating a slate of prospective board members representing the associations' diverse membership. In addition, any member can nominate a candidate to the slate of nominees. All members will be eligible to send one (1) representative per thirty-five (35) individual members to vote for each candidate, for any currently available positions each year. Any candidate for a board position *must* have maintained an active membership within USAT for *at least* three (3) years prior to nomination.

*Section 6 – Quorum:* A quorum for the Board of Directors must be attended by at least 60% of board members for business transactions to take place and motions to pass.

*Section 7 – Officers and Duties:* There shall be at least four (4) but no more than six (6) officers of the board, consisting of president, one (1) to three (3) vice-presidents, secretary, and treasurer. Their duties are as follows:

*The president* shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order; vice-president, secretary, treasurer. They shall appoint the chairpersons and members of all standing committees. They shall be an *ex officio* member of all committees.

*The vice-president* shall assume the president's duties when necessary and serve as Parliamentarian, and chair committees on special subjects as designated by the board.

*The secretary* shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that association records are maintained.

*The treasurer* shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

*Officer Requirements:* All officers, appointed or elected, are to complete SafeSport training and background checks as required by USA Taekwondo.

*Section 8 – Vacancies:* When a vacancy on the board exists mid-term, the secretary must receive nominations for new members from present board members two weeks in advance of a board meeting. These nominations shall be sent out to board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board members term.

*Section 9 – Resignation, termination and absences:* Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the board due to excessive absences. A board member may be removed for other reasons by a two-thirds (2/3) vote of the remaining officers.

*Section 10 – Special meetings:* Special meetings of the board shall be called upon request of the president, or one-third (1/3) of the board. Notices of special meetings shall be sent out by the secretary to each board member at least two weeks in advance.

*Section 11 – Board Member Requirements:* All members of the board are required to complete SafeSport training and background check as required by USA Taekwondo.

## ARTICLE V – COMMITTEES

*Section 1 – Committee formation:* The board may create committees as needed, such as fundraising, public relations, data collection, etc. The board president appoints all committee chairs.

*Section 2 – Executive Committee:* The board officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

*Section 3 – Finance Committee:* The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public upon written request.

## ARTICLE VI – DIRECTOR AND STAFF

*Section 1 – Executive Director:* The executive director is hired by the board. The executive director has day-to-day responsibilities for the organization, including carrying out the organizations goals and policies. The executive director will attend all board meetings, report on the progress of the organization, answer questions of the board members, and carry out the duties described in the job description. The board can designate other duties as necessary.

ARTICLE VII – AMENDMENTS

Section 1 – Amendments: These bylaws may be amended or revised when necessary by a two-thirds (2/3) majority of the board of directors. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements.

CERTIFICATION

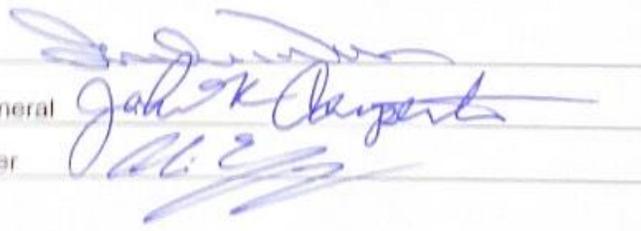
These bylaws were reviewed and approved at a meeting of the Board of Directors by a two-thirds majority vote on November 10, 2019.

In Hui Won, President

John Carpenter, Vice

President/Secretary General

Alicia Esparza, Treasurer



The image shows three horizontal lines with handwritten signatures in blue ink. The first signature is for In Hui Won, the second is for John Carpenter, and the third is for Alicia Esparza.