

WORLD UNIFIED MARTIAL ARTS FEDERATION

Philippine-Japan Chapter CONSTITUTION AND BY-LAWS



The World Unified Martial Arts Federation
Constitution & Bylaws
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WORLD UNIFIED MARTIALS ARTS FEDERATION

Constitution and By-Laws

ARTICLE I. NAME OF THE ORGANIZATION

Section 1. The name of this organization shall be Unified Martial Arts Federation hereinafter referred to as UMAF, the Federation or Organization.

ARTICLE II. NATURE OF THE ORGANIZATION

Section 1. The UMAF is incorporated as non-profit, non-sectarian, non-political, educational martial arts federation established and operated exclusively for martial arts instruction and for the attainment of world peace through the study of its martial arts philosophy of harmony. It is organized within the framework of the Philippine Constitution and the host country, in the spirit of brotherhood, harmony and service for humanity. No part of the net earnings of the UMAF shall benefit any member or other individual except as reasonable compensations for specific duties performed at the direction of the federation. The UMAF shall not carry on or implement other activities except those activities that are accessory to the pursuit of the above principal purposes for which it is established.

ARTICLE III. PURPOSE AND OBJECTIVES

The purpose and objectives of this Federation are:

Section 1. To inform and educate the public about the vision and philosophy of the founder of Tong Il Moo Do, Dr. Joon Ho Seuk and his global peace inspirators.

Section 2. To organize a federation of dojo that shares a common vision and mission of educating students to become global citizens who are concerned about using the art to educate the artist; using the body to educate the mind; using the mind to educate the body, and; learning to be a God-centered person through the practice of martial arts.

Section 3. To establish centers of training, to fulfill its goals and objectives in continuing and furthering martial artists' knowledge and techniques of the Unified Martial Arts as taught and advocated by the inspirators, the founder and their hierarchy of instructors, alumni and students.

Section 4. To share true martial arts and true family values and information with other members of the federation and other martial arts organization and with the government and non-governmental organizations.

Section 5. To enhance mutual friendship, trust and positive cooperation among the members of the organization and other organizations.

Section 6. To conduct research into the philosophical, historical, social and technical aspects of the Unified Martial Arts.

Section 7. To build a highly skilled core of individuals who can promote the UMAF philosophy and techniques as teachers for other martial arts organizations and organizations of citizens who want to study martial arts to accomplish an interrelated purpose.

Section 8. To insure that the training standards and objectives of federation members and instructors are one and the same.

Section 9. To develop and instill the traditional martial arts virtues into the student membership.

Section 10. To train the minds and bodies of the members and educate them to become sound and responsible members of Japan, Philippines and the world.

ARTICLE IV. BASIC PRINCIPLES

Section 1. To attain the objectives of this organization it must be recognized that the Federation is founded on the basic principle that it is established and laid down by a blessed group of senior ranked international and national federation members and individual dojo instructors who place the interest of the vision –mission, goals and purposes of the Federation before their own in order to live for the sake for the sake of others.

Section 2. Each member of the Federation should know the tenets and should try to do their best to practice it in their daily life as WUMAF members.

Section 3. The tenets of the World Unified Martial Arts Federation are:

- a. I pledge to be filial and loyal to my Parents.
- b. I pledge to be loyal to my Country.
- c. I pledge to take care of and love my brothers and sisters.
- d. I pledge to make sincere efforts to achieve unity between mind and body.
- e. I pledge to overcome every difficulty by endurance.
- f. I pledge to be courageous and bold for the cause of righteousness.
8. I pledge to fight against injustice with an indomitable spirit.

ARTICLE V. MEMBERSHIP

Section 1. Membership is open to all persons, groups or organizations who wish to study and practice the philosophy and techniques of the World Unified Martial Arts Federation and have agreed to abide by all its tenets, rules and regulations.

Section 2. Membership of the association is open to all able bodied citizens regardless of religion, ideology, race, gender, creed and nationality.

Section 3. Any person wishing to join the Association may request a membership application from their respective instructors in which they are attending classes. Completed membership application forms should be forwarded to the local and regional offices for review, processing, documentation or assessment purposes.

Section 4. Advancement in technical training must also be based on loyalty to the principles established by the founder and his inspirators, their duly authorized instructors and representatives.

Section 5. All interaction between association members must be based on mutual responsibility, loyalty, God-centered service, courtesy, discipline and respect. Moral and ethical violations of the principles and tenets of the Federation may constitute corresponding penalties that may be determined by the Executive Committee.

Section 6. Students must never speak harshly to their instructors and senior students. All interaction between students and teachers must be courteous at all times.

Section 7. Applicants and alumni who have attained rank from affiliated organizations shall have their rank status reviewed prior to being accepted as members.

Section 8. Annual membership dues shall be established by the national federation.

Section 9. Each instructor shall be responsible to insure that all applications are filled out properly and information forwarded to the Administrator or Secretary General.

Section 10. All active members are required to renew their annual membership fees in January of each year.

Section 11. Any active member who wishes to remain on the Organizational Membership Rolls, but cannot train regularly, may request for an inactive status.

Section 12. The club, group, federation president or his representative will be responsible for submitting a roster each January of their current members to the Administrator.

Section 13. All Inactive Members will retain their rank both as inactive members and upon their return to Active Membership.

Section 14. All Inactive Members are required to renew their annual dues in January of each year. The administrator will include their names in the Inactive Membership Rolls when they submit the yearly membership roster.

Section 15. Alumni members are those past members who have discontinued training within the structure of the federation and who have allowed their annual membership to expire.

Section 16. Former black belts or alumni who wish to retain their ranks and regain Active Membership must submit a new application with their annual dues. Their rank status will be reviewed and determined for retention by their Head Instructor in coordination with the office of the Vice-President for Instruction and External Relations and the Secretary-General.

Section 17. Former student members who wish to regain Active Membership must

submit a new application with their annual dues and a letter explaining their absence and their desire to be reinstated as Active Members. The letter of explanation may be waived at any time by the chapter instructor or head instructor when the conditions for re-joining are clear and reasonable.

Section 18. Former students from brown belt up to black belt will have their rank status determined by a Rank Review Board.

ARTICLE VI. CHAPTER MEMBERSHIPS

Section 1. Chapter memberships may be awarded to schools or institutions of learning who teach parts or all of the philosophy and techniques of the Unified Martial Arts.

Section 2. A chapter should be composed of students and teachers who are dedicated to the principles that hold this organization together.

Section 3. Institutional or organizational chapters should apply to receive a charter from the National Office in order to operate as a member chapter of the Unified Martial Arts Federation.

Section 5. Upon acceptance, a Charter shall be jointly issued in the name of the chapter dojo and the individual who will serve as the Chief Instructor and Dojo Representative.

Section 6. Chapter members may receive their certified promotion certificates from the national federation upon prior request or notice of need and after payment of corresponding fees.

Section 7. Chapters may have their own set of officers similar the national organization but with limitations to area and scope of responsibility.

Section 8. A written report of chapter activities and a list of chapter officers shall be filed annually with the Executive Board and published in an official publication of the Association.

Section 9. Annual charter fees will be established by the national office of WUMAF. All chapter representatives will be required to renew their Dojo Charters in January of each year.

CHAPTER VII. THE EXECUTIVE BOARD

Section 1. An Executive Board shall be established to organize rank standards, methods of training, bylaws, and procedures. The Executive Board shall have the authority to implement all organizational policies concerning the daily management of the federation.

Section 2. Any member, guest or resource person may be invited to Executive Board meetings as deemed necessary by the Board.

Section 3. The Executive Board shall be composed of the President, the Vice-President for Administration and Internal Relations, The Vice-President for Education and External Relations, the Head Instructor, the Secretary-General, and the Finance Officer, the Auditor and the Press Relations Officer of the organization. The board helps in the decision-making and implementation of administrative policies, conducts general assessment and present solutions to specific problems and conditions in the national federation.

Section 4. The Executive Board shall also assist in the implementation of policies and programs related to the overall mission of propagating the philosophy and techniques of the art. It will plan, propose and implement activities in collaboration with other entities outside the WUMAF through the Vice-President for Education and External Relations.

Section 5. The Executive Board may create committees anytime upon the recommendation of any WUMAF officer. Creation of such a committee may be decided by 2/3 of all members of the Executive Board.

Section 6. The President of WUMAF is the ex-officio chairman of the Executive Board and all committees of the federation.

ARTICLE VIII: ADVISORY BOARD

Section 1. The Executive Board shall have the option of appointing an Advisory Board not to exceed 5 members. The purpose of the Advisory Board is to advise the Executive Board on policy matters at the request of the Executive Board or on their own initiative. The length of their individual terms shall be determined by the Executive Board.

Section 2. Outstanding persons in the national government and non-governmental organizations, society, community or profession who have the time and the qualities of moral uprightness and physical and mental capabilities to handle the advisory position effectively may be recommended to Advisory Board.

Section 3. The Founder and the 3 most senior members of the world unified martial arts federation are automatic ex-officio members of the WUMAF Advisory Board.

Section 4. Members of the advisory board may be senior members of WUMAF, its affiliate organizations and respectable citizens with a high degree of influence, popularity and experience in society and government.

Section 5. Any member of the Executive Board may nominate or recommend qualified individuals to become members of the Board of Advisors.

ARTICLE IX: OFFICERS

Section 1. The elected officers of the WUMAF shall be the President, Vice-President for Administration and Internal Relations, Vice President for Instruction and External Relations, the Head Instructor, the Secretary-General, the Finance Officer, the Auditor, and the Public Relations Officer.

Section 2. The Head Instructor may be appointed by the Executive Board or elected by the general membership when more than one qualified instructors of the same black belt degrees and instructional qualifications are present. Appointment or elections of a qualified Head Instructor may be decided by a majority of the members of the Executive Board.

Section 3. The Head Instructor is 4th in the line of administrative authority but first in the line of technical instruction. He shall work in coordination with the Vice-President for Education and External Relations to execute instructional policies and plan activities for peace with other well-meaning and socially-constructive organizations.

Section 2. All elected officers must be individual members of the organization who accept the philosophy of the inspirators and the founder. They must be members of high moral character and outstanding virtues of discipline, loyalty and respect for authority as well as a high sense of social responsibility and good will.

ARTICLE X: NOMINATION AND ELECTION OF OFFICERS

Section 1. Any eligible member of the Federation may nominate a registered member, alumni as a candidate for an elective position of the given year.

Section 2. The schedule of election may be decided by the executive board. The Executive Board may also decide to assign an Election Board who may carry out the

duties to accept nomination; conduct the election by ballots; count the number of ballots and votes; and finally proclaim the winners of the election.

Section 2. The nominees may deliver speeches about their platforms or programs of action at a time and date decided by the Executive Board or the Election Board.

Section 3. Each nominee may post a statement of acceptance, platform of government or program of action, goals and biographical data, which the Board may publish or announce in an official meeting, publication or information bulletin.

Section 4. Officers shall be elected by ballot. Ballots accompanied with statements of goals and biographies of the candidates may be provided to each Association member eligible to vote. Ballots will specify the voting deadline. Members shall be given a maximum of 30 days to submit ballots from the date on which they are provided to the Membership.

Section 5. A member of the Executive Board or the Election Board or their respective representatives may receive the ballots and shall serve as tellers to verify the ballots simultaneously and report the election results to the President.

Section 6. For each office, the candidate who receives the greatest number of valid votes cast shall be elected. In the event of a tie, the winner of the election will be drawn by lot through a notary or a person appointed by the Board or the Executive Board as the case may be.

Section 7. All candidates shall be informed of the election results in writing and or announcement by the President. The names of the successful candidates shall be published in an official publication of the Association and announced at the annual membership meeting.

ARTICLE XI: DUTIES OF OFFICERS

Section 1. The President shall be the chief executive officer of the federation. The President shall have control over the affairs of the federation.

(a) Upon completion of the one-year term, the President shall step down from the Executive Board, but serve immediately for one year as Past President in an advisory, honorary role.

- (b) The President is the final decision-maker of the organization. He will be assisted by the Executive Board to construct and execute instructional systems and policies as well as technical standards and values that will improve the overall result of the Federation in terms of internal goals and external activities.
- (c) The President of WUMAF is the ex-officio chairman of the Executive Board and all committees of the federation.

Section 2. The Vice President for Administration and Internal Relations (VP1) shall negotiate all on-site contracts for the Federation's conferences.

- (a) He is in-charge of all administrative and internal arrangements with affiliate organizations on in-service professional training activities.
- (b) He will work in conjunction with the chairperson of the committees that will be placed under his office for carrying effective operational and administrative policies and strategies for networking and professional staff development.
- (c) He is responsible for carrying out educational, professional and leadership training programs for the general membership of the federation.

Section 3. The Vice President for Instruction and External Relations (VP2) shall be responsible for maintaining high quality instruction in coordination with the Head Instructor and implement strategies to achieve external development objectives.

- (a) He will construct, supervise and coordinate the martial arts activities like public demonstrations, community service and outreach activities, instructional immersion projects and constructive social activities with other individuals and organizations.
- (b) He will work in coordination with any committee that will be organized to accomplish public service activities of the federation in collaboration with other individuals and organizations.

Section 4. The Head Instructor is the instructors' instructor and he is directly responsible for teaching instructional and training standards.

- (a) He should be qualified enough to teach forms, techniques and coordinated martial arts performances.
- (b) He is responsible for recommending quality materials, equipment and facilities for martial arts instruction.
- (c) He should be able to attend international trainings in order to update his skills and knowledge and those of his subordinate instructors.

- (d) He should work with the Vice-President for Instruction and External Relations to accomplish objectives related to the realization of the federation's vision and mission.

Section 5. The Secretary –General (SG) shall be responsible for keeping the official minutes of the Association's membership meetings, and the official minutes of the Executive Board meetings.

- (a) This officer shall also be responsible for collecting and distributing reports for the Executive Board meetings, for handling registration for the Federation's annual events, and for handling any request for correspondence.
- (b) The Secretary-General shall act as the Secretary of Executive Board and as Liaison Officer between the Executive Board and the Advisory Board.
- (c) The SG also acts as a teller for balloting for proposals of affiliation and/or amendments to the Constitution and Bylaws.

Section 6. The Treasurer shall be responsible for the financial accounts of the Association, including sales, income, and expenditures. In an official publication of the Association, the Treasurer shall present a financial statement for the previous fiscal year. The Treasurer shall cooperate with a partial audit that will be done every year, and with a full independent audit as stipulated by the Executive Board in order to assure fiscal responsibility.

Section 7. The Auditor is responsible for independently examining and make findings of fact on whether all officers:

- (1) Have established adequate operating and administrative procedures and practices; systems of accounting, reporting and auditing; and other necessary elements of legislative or management control.
- (2) Are providing financial and other reports which disclose fairly, consistently, fully, and promptly all information needed to show the nature and scope of programs and activities and have established bases for evaluating the results of such programs and operations.
- (3) Are promptly collecting, depositing, and properly accounting for all revenues and receipts arising from their activities.
- (4) Are conducting programs and activities and expending funds made available in a faithful, efficient, and economical manner in compliance with and in furtherance of the purposes of the organization.

Section 8. The Public Relations Officer shall be responsible for:

- (a) Overseeing organizational publications;
- (b) Facilitating communication within the organization; and
- (c) Developing and maintaining the Federation's public relations program with media entities or outside organizations.
- (d) The organization may have as many as three PROs to deal with the media or press, documentation and photography

Section 8. All officers must submit written reports as frequently as required by the Executive Board.

ARTICLE XII: MEETINGS

Section 1. The Association shall hold an annual membership meeting at such time and place as the Executive Board shall determine. Notice of each meeting of WUMAF shall be announced to the membership at least thirty (30) days before the date of the meeting. Twenty-five (25) members eligible to vote shall constitute a quorum for the transaction of business.

Section 2. Special Meetings may be held at such times and places as the Executive Board may elect or the organization may direct.

ARTICLE XIII: PUBLICATIONS

Section 1. The Association is empowered to bring to effect any report, study, photography, research finding, or other publication that supports the purposes of WUMAF. In addition, the organization may publish an annual, bi-annual or quarterly bulletin that shall be distributed to all members at suitable intervals as part of the dues they have paid.

ARTICLE XIV: AFFILIATIONS WITH OTHER ORGANIZATIONS

Section 1. Affiliation or disaffiliation with other organizations shall be authorized by the Executive Board.

Section 2. The Association may hold institutional membership or link with other organizations.

Section 3. The President may appoint a member or members of the organization to represent the Association or to serve as liaison to another organization provided the objectives of the organization are consistent with those of the Association and the activities of the organization are not in conflict with the Association.

ARTICLE XV. DISCIPLINARY PENALTIES

Section 1. To maintain the integrity, discipline and constructive existence of the organization, the Executive Board will formulate and establish rules to penalize or discipline members who fail to uphold the tenets of the organization in Article IV & Section 1, 5 & 6 of Article V.

Section 2. Penalties may range from reprimand for first offense; disciplinary suspension for second offense, and; expulsion from membership for repeated or multiple offenses.

Section 3. First and second offenses may be decided by the Head Instructor.

Section 4. Expulsion from membership shall be decided by the Head Instructor in consultation with the Vice-President for Instruction, the President and or their authorized representatives.

Section 5. A member who is expelled for conduct unbecoming a principled member of the UMAF shall cease to have the right to use the name of the WUMAF in any form, action, materials or speech thereafter.

ARTICLE XVI: AMENDMENT OF CONSTITUTION AND BYLAWS

Section 1. The Constitution and Bylaws may be amended by vote of 2/3 majority of the ballots cast by those members of the WUMAF eligible to vote on the proposal for change. Such a proposal may be by petition of a minimum of 20 voting members filed with the Executive Board, or by a proposal originated by the Executive Board. The Executive Board shall determine whether such proposed amendments shall be considered by the organization. Balloting for amendment(s) to the Constitution and ByLaws shall be in accordance with Article X Sections 4 & 5.

Section 2. Any and all disputes between members and officers, as to whether a section of the Constitution or Bylaws and Procedures is Technical or Operational shall be determined by a majority vote of a full session of the Executive Board.

Section 3. The Executive Board may make editorial changes as to not change the substance or meaning of the Constitution and Bylaws. They shall take effect upon such action and shall be followed by proper publication to the membership.

Section 4. The proposed amendment shall be effective on the date it is approved. Article XVIII of the Bylaws shall note the ratification date and place of signing..

ARTICLE XVII: DISSOLUTION OF THE ASSOCIATION

Section 1. In the event of dissolution of the Federation, all liabilities and obligations of the Association shall be paid, satisfied, and discharged or adequate provisions shall be made to make its dissolution just, legal and safe for everyone concerned.

ARTICLE XVIII: DATE OF EFFECTIVITY

This WUMAF Constitution and Bylaws shall become effective immediately upon approval by the membership.

Date Ratified by the Membership: _____

At (Venue of Signing)_____

Ratified by the membership and accepted by the Executive Board : _____

President : _____

Vice-President for Administration and Internal Relations _____

Vice-President for Instruction and External Relations:_____

Head Instructor: _____

Secretary-General:_____

Finance Officer _____

P R O _____