

CONSTITUTION

This organization shall be known as the United States Hapkido Federation, Inc.
The abbreviation of the name shall be U.S.H.F.

ARTICLE II PURPOSES AND POWERS

The U.S.H.F is intended to be a non-profit organization; the purposes for which it was formed and the powers possessed by it include:

1. To stimulate interest in Hapkido.
2. To unite people for their mutual education and benefit.
3. To encourage cooperation and better understanding among members.
4. To supervise and conduct clinics, and demonstrations under the auspices of this Federation.
5. To research and study Hapkido with the goal of establishing the highest standards of instruction and conduct.
6. To research and study Hapkido in order to better understand its history, philosophy, principles and concepts.
7. To maintain and preserve Hapkido records as deemed necessary by the Executive Committee.
8. To publish information about Hapkido, including United States Hapkido Federation activities.

ARTICLE III LIMITATIONS

The following limitations are placed on the power of the U.S.H.F. and upon the liabilities or obligations arising from its activities.

1. The organization shall not discriminate against any person or group because of race, sex, creed, religion, national origin or martial arts affiliation.
2. The organization shall not enter into agreements, contracts or arrangements which bind any school or individual members personally.
3. This federation shall be self-governing, non-profit, non-partisan and non-sectarian.
4. No member or group of members shall be deemed to be acting in any matter for or on behalf of the U.S.H.F., or as the U.S.H.F., unless specifically authorized to do so by the Constitution or By-Laws or the U.S.H.F. Executive Committee.

ARTICLE IV MEMBERSHIP

Section 1. Eligibility for Membership. Membership shall be open to all persons who are interested in and/or involved in Hapkido and who pledge to adhere to the Constitution, By-Laws and ethics of this Federation.

Section 2. Classification of Membership. There are four classes of membership:

A. School Membership--School memberships shall be open to all schools and clubs that teach Hapkido and that are willing to adhere to the Constitution, By- Laws and ethics of this organization. Schools shall be entitled to all privileges as granted by this Federation, including a vote with regard to formulating Federation policy, Constitutional and/or By-Law revisions.

Application for New School Membership.

1. Any school or club applying for new School membership shall submit to the corresponding Secretary pertinent information:
 - a. The names, addresses, and ranks of its staff and instructors.
 - b. A description of its current Hapkido program.
 - c. New school membership fee which shall be prescribed in the By-Laws.
2. Applications must be approved by a vote of two-thirds majority of the Executive Committee.

B. Individual Membership--Individual membership shall be open to all individuals adhering to the Constitution, By-Laws and ethics of this organization.

Individuals affiliated with a member school--Individual membership shall be open to all individuals affiliated with a member school and adhering to the Constitution and By-Laws of this organization.

Individuals not affiliated with a member school--Individual membership shall be open to all individuals adhering to the Constitution and By-Laws of this organization.

Application for Individual Membership.

1. A person applying for individual membership shall submit to the corresponding secretary all pertinent information:
 - a. His/her name, address, phone number and current rank in Hapkido.
 - b. Description of Hapkido background including past and current instructors.
 - c. Individual membership fee which shall be prescribed in the By-Laws.
2. Applications must be approved by majority vote of the Membership Committee or the Executive Committee

C. Life Membership. A life member is any registered individual who has paid the life membership fee. The life member enjoys all the right, duties, responsibilities and privileges of an individual member except the payment of annual dues; is listed by individual name on the roster and receives an individual copy of all mailings. Life membership fees shall be prescribed in the By-Laws. If for any reason a life membership status of an individual is canceled by this organization, his/her life membership fee shall be refunded after deduction of all annual fees accumulated during his/her period of life membership.

D. Honorary Membership--Honorary membership shall be awarded by this Federation to individuals in recognition of their distinguished service to the Federation, or for their support of Hapkido within this Federation. These individuals shall be chosen through nomination in writing by any member of the Membership Committee and a majority vote of the Membership Committee. The honorary member has no vote and shall be ineligible to hold any elective office. An honorary member is exempt from payment of dues but is entitled to visit the Federation at any time, is listed by individual name on the roster, and receives individual copies of all mailings.

ARTICLE V

ORGANIZATION BOARD OF GOVERNORS

Section 1. Composition. The Board of Governors shall be composed of one voting representative or alternate representative from each school as stipulated in Article IV.

Section 2. Responsibility. Except as otherwise specified in the Articles of Incorporation or the By- Laws, the Board of Governors shall be responsible for conducting all the affairs and business of this organization and shall be vested with all powers of the organization and shall have authority to act on all organizational matters.

Section 3. Jurisdiction. Upon notice to those involved, the Board of Governors shall have the power to assume original and appellate jurisdiction in any matter where, in the opinion of two-thirds of the Board members, the best interests of the organization will be served thereby; and the decision of the Board, after a full hearing of those involved who wish to be heard, shall be final and binding unless appeal to the members is specifically provided in the Articles of Incorporation or these By-Laws. The Board shall have the power to appoint from among its members a hearing body of not less than five (5) members to conduct the hearing and make findings of fact and conclusion of law, and recommendations to the Board for a decision.

Section 4. Amendments. The Board of Governors shall have the power to amend these by-laws upon majority vote after thirty (30) days previous written notice of the proposed amendment to all voting members of this organization.

Section 5. Discipline. The Board of Governors shall have the power to discipline members and to impose, enforce, or remit penalties for any violation of the Articles of Incorporation of these by-laws or rules and regulations of this organization.

Section 6. Delegation of Authority. The Board of Governors may, while retaining its responsibility, delegate power and authority to officers, committees and others associated with this organization.

Section 7. Officers. At the annual meeting in every even-numbered year the Board of Governors shall elect from among its voting and alternate members and elected officers who are citizens of the United States the following officers of this organization.

President

Vice-President

Recording Secretary

Corresponding

Secretary

Treasurer

Section 8. Term of Office. The officers shall take office on the first day of January of the year following the election and shall serve for two years.

Section 9. Removal of Officers. After a full hearing to establish cause, the Board of Governors can remove an officer upon a three-fourths (3/4) vote. The Executive Committee has the power to fill any offices which become vacant before the next meeting of the Board of Governors.

Section 10. Report. At least once each year, or upon a two-thirds vote of the total Board members, the Board of Governors shall make available a report to each member, school member, and non-affiliated member of the financial position and activities of the organization.

Section 11. Executive Director. The Board of Governors shall have the power to employ and discharge an Executive Director. The Executive Director shall report to the officers and perform duties with the direction, advice and approval of the Board.

Section 12. Removal of Board Members. After a full hearing to establish cause, the Board can remove a representative and/or alternate upon a three-fourths (3/4) vote.

BOARD OF EXAMINERS

Section 1. Composition.

- a. Any member in good standing that holds the U.S.H.F. registered rank of third (3rd) degree black belt or above shall have both voice and vote on the U.S.H.F. Board of Examiners.
- b. Any U.S.H.F. Club or School not having a member holding the U.S.H.F. registered rank of third degree black belt or above may appoint an observer to the Board of Examiners who shall have the right to make motions and speak but not vote. Observers shall file with the Secretary of the Board of Examiners a letter of verification from the president of the Club or School they will be representing.

Section 2. Duties and Powers.

In order to carry out the purposes of this organization, the Board of Examiners shall be the sole power throughout the jurisdiction of this organization to make and rule upon rank and proficiency awards, and to promulgate rules establishing uniform promotion fees, and procedures and to establish standards which shall have the force and effect of this Constitution and By-Laws. Such rules shall take effect when adopted by a majority vote of the Board of Examiners at any duly called meeting thereof (subject, however, to the provisions of the next section). It is not the intent of this provision to regulate Hapkido but to insure that those designated to carry out the purposes of this organization are given the proper guidance and are found qualified.

The Board of Examiners through its Promotion Committee shall:

- a. Review all candidates for promotion; decide if all requirements are met and if the candidates are eligible for advancement in rank.
- b. Adopt a written set of promotion requirements and standards for all ranks in the U.S.H.F. and furnish all U.S.H.F. schools, clubs, and instructors with copies of these requirements.
- c. Hold promotional examinations at least four times a year.
- d. Provide technical advice to member schools and clubs in the form of seminars, clinics, and workshops.

Section 3. Delegation and Power. Unless and until otherwise decided by the Board of Examiners power to make and rule upon rank and proficiency awards within the jurisdiction of the respective regions (up to the rank currently authorized) is hereby delegated to the local regional promotion board by the Board of Examiners.

Section 4. Officials and their Duties. The Board of Examiners shall elect a chairman, vice-chairman, secretary and such other officers that it may deem necessary.

A. The Chairman shall:

1. Preside over and conduct all meetings of the Board of Examiners.
2. Appoint and disband committees as needed by the Board of Examiners.
3. Be an ex-officio member of all committees of the Board of Examiners.
4. Perform other duties as may be prescribed by the By-Laws or requested by Board of Examiners.
5. Serve as member of the Executive Committee.

B. The Vice-Chairman shall:

1. Perform the duties of the Chairman in the absence of the Chairman.
2. Maintain an up to date listing of all U.S.H.F. black belts.
3. Be an ex-officio member of all committees of the Board of Examiners.

C. The Secretary shall:

1. Record attendance at all meetings of the Board of Examiners.
2. Keep records of all Board of Examiners business.
3. File with the U.S.H.F. Recording Secretary a copy of the minutes from all regular and special meetings of the Board of Examiners within twenty-one (21) days after each meeting.
4. Submit a written report to the U.S.H.F. annual meeting of the Board of Examiners and the Board of Governors.
5. Forward all records to successor within fifteen (15) days of expiration of term of office.

D. Officers of the Board of Examiners shall be elected by majority vote of those present at the annual meeting in the odd-numbered year for the term of two (2) years.

Section 5. Voting Procedures

A. All members of the U.S.H.F. Board of Examiners (excluding observers) shall be entitled to one (1) vote for each Dan rank held, i.e. third degree shall cast three (3) votes, fourth degree shall cast four (4) votes, etc.

B. Mail Vote

1. When a mail vote on any question shall be directed by the Board of Examiners, the Secretary shall mail to each voting member of the Board of Examiners a statement of the question to be voted upon and fix a reasonable time limit, not less than 15 days from the date of mailing, within which ballots shall be mailed for return.
2. The ballots received shall be counted by the Secretary. If properly marked ballots received total one-third ($1/3$) of the total number of votes that can be cast, two-thirds ($2/3$) of the ballots received shall be required to be the action or position of the Board.
3. Each ballot shall bear a notice stipulating the ballot shall not be counted unless signed by the member casting the vote, and no ballot shall be counted unless so signed.
4. The Secretary shall make exact minutes of the question, the number of ballots received, and the vote; these minutes, along with the ballots received, shall become a part of the permanent records of this Board. The Secretary shall notify all members within two weeks of the result of the mail vote and indicate the vote of each of the members.

ARTICLE VI COMMITTEES

Section 3. Executive Committee.

The purpose of the Executive Committee is the establishment of general policy directives of the Federation in the interim between annual meetings.

The Executive Committee shall consist of:

1. President
2. Vice-President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Regional directors
7. Chairman of the Board of Examiners

Eligibility of Executive Committee

All members of the Federation with the exception of honorary members shall be eligible to hold office on the Executive Committee provided that they meet the following requirements.

1. Member in good standing of the Federation for the previous two or more years.
2. Must have two or more years instructional experience in Hapkido.

Section 4. Officers and the Election of Officers.

The President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer shall be considered the officers and they shall be elected during the business section of the annual meeting of the BOE for a term of two years. The election of the officers is by majority vote of BOE voting members. The new officers will take their office on the first day of January of the year following the election.

Section 5. Duties of Officers.

A. President:

The President shall:

1. Preside at meetings of the Federation and the Executive Committee.
2. Call a meeting of the Executive Committee when he deems it necessary.
3. Represent the Federation and have general supervision of its activities.
4. Be an ex-officio member of all committees and have the power to appoint and disband committees upon advisement and consent of the Executive Committee.
5. Perform other duties as may be prescribed by the By-Laws or requested by the Board of Governors.

B. Vice-President:

The Vice-President shall:

1. Have the power and authority, in the absence of the President, to perform the duties of the President.
2. Act as the coordinator between the President and all committees of this Federation and shall be an ex-officio member of all committees.
3. Be assigned by this Federation to publish an annual directory of all member clubs and black belts.
4. Oversee the committee responsible for the publication of the semi-annual newsletter.
5. Serve as chairman of the Public Relations Committee.

C. Recording Secretary:

The Recording Secretary shall:

1. Keep a record of all the Federation affairs, including minutes of Board of Governors and the Annual Meeting.
2. Have minutes and records available to members.
3. Keep on file all committee reports, papers, letters, and transactions of the Federation.
4. Maintain record book(s) in which the by-laws, rules of order, standing rules, and minutes are entered; any amendments to these documents are to be properly recorded and have the current record(s) on hand at each meeting.
5. Have on hand at all meetings a list of all committees and members and records referred to in 4.
6. Furnish officers and committee members with whatever documents are required to perform their duties.
7. Have custody of the official seal.
8. Prepare all documents to be executed by the Federation under its corporate seal and/or notary seal.
9. Forward all records to successor within fifteen (15) days of expiration of term office.
10. Submit a written report to the Annual Meeting, which shall become a part of the minutes of the proceedings of the Annual Meeting.
11. Perform other duties as may be prescribed by the By-Laws or requested by the President or the Board of Governors.

D. The Corresponding Secretary:

The Corresponding Secretary shall:

1. Keep an accurate, current roster of officers, membership, and potential membership, including addresses and telephone numbers.
2. Send notices of all meetings and/or events as requested by the President and/or Board of Examiners/Board of Governors.
3. Send notices of call to Annual Meetings not later than forty-five (45) days prior to the meeting opening date.
4. Send notices of proposed amendments to charters, by-laws, and annual budget at least sixty (60) days prior to Annual Meeting
5. Be responsible for all general correspondence not relating to officers and/or committees.
6. Forward all permanent files to his/her successor within fifteen (15) days following expiration of his/her term.
7. Perform other duties as may be prescribed by By-laws or requested by the Board of Governors.

E. Treasurer

The Treasurer shall:

1. Collect and, under the direction of the Board of Governors, arrange for the care and distribution of all funds of the organization, keeping of full and regular accounts, which shall at all times be open to the inspection of any member of the Board of Governors.
2. Present a financial report at each meeting.
3. Submit to the President an annual report within thirty (30) days after the end of each fiscal year.
4. Serve as Chairman of the Finance Committee.

F. Regional Directors:

Each Regional Director shall:

1. Be appointed by the President, upon advisement and consent of the Executive Committee.
2. Represent the interest of his/her region.
3. Carefully observe the conduct of Hapkido programs within his/her region.
4. Submit a written and oral report to the annual meeting regarding the condition of Hapkido in his/her region. The report should include achievements, suggestions, and recommendations that he/she deems advisable.

Section 6. Public Relations Committee

A. Duties. The Public Relations Committee shall seek to acquaint those outside the organization with the true spirit and art of Hapkido and the benefits to be derived from participation in Hapkido and from cooperation with this organization. It shall advise and assist the President in connection with all publications of this organization. It shall make recommendations to the Board of Governors as to ways and means to increase the effectiveness and prestige of this organization. It shall advise and assist members in public relations matters.

B. Composition. The Public Relations Committee shall be composed of the Vice-President, who shall act as Chairman, and not less than four (4) other members in good standing of this organization.

Section 7. Finance Committee

A. Powers and duties. The Finance Committee shall advise and assist the Treasurer in the performance of his/her duties, advise and assist the officers, the Executive Committee, and the Board of Governors with respect to the acquisition and disbursement of funds and the maintenance of a sound financial condition by the organization. At the request of the President, the Finance Committee shall prepare a budget for approval by the Board of Governors at the annual meeting. The Financial Committee shall recommend ways and means of raising funds and financing present or proposed activities of the organization.

B. Composition. The Finance Committee shall be composed of the Treasurer, who shall act as chairman, and not less than four (4) members of the Board of Governors. An additional member in good standing of this organization having professional training in finance or accounting may be appointed to this committee.

Section 8. Constitutional Committee.

A. Duties.

The Constitutional Committee shall:

1. Consider and present all proposed amendments to the Constitution and By-Laws and of this organization in proper form for ratification.
2. Aid in the drafting of legal instruments of a legislative nature.
3. The Chair of the Constitutional Committee shall serve as parliamentarian.
4. Advise and assist the President and the Board of Governors in determining legislative policy.
5. Assist the President and the Board of Governors in formulating rules of conduct.
6. Advise and assist the President and the Board of Governors in formulating and determining the organization's future rights and duties.
7. Render decisions and advice regarding any and all other matters pertaining to law and legislation that may be referred to the Committee by the President.
8. Incorporate any authorized changes of the Constitution, By-Laws, or tournament rules into the existing Constitution, By-Laws or tournament rules.

B. Composition. This Committee shall consist of three members, one to be elected as Chairman. The members shall be appointed by the President for a term of two (2) years.

Section 9. Hapkido Standards Committee.

A. Duties. The Hapkido Standards Committee shall seek to maintain high standards of conduct and performance among the members of this organization in all matters pertaining to Hapkido. It shall investigate questions of improper conduct and performance by members, including improper promotions or assertions of rank, and report its findings and recommendations to the Executive Committee. It shall investigate and report to the Executive Committee any condition, practice, or abuse by members or non-members tending to mislead, impose upon, or endanger the public or otherwise bring Hapkido and/or this organization into disrepute. With the approval of the Executive Committee, take steps to correct any such condition, practice, or abuse.

B. Composition. The Hapkido Standards Committee shall be composed of at least one (1) member of the Board of Examiners and not less than four (4) other members of the Board of Governors. The chairman shall be a member of the Board of Examiners.

ARTICLE VII BY-LAWS

This Federation may adopt or amend any By-Laws inconsistent with the Constitution at its annual meeting. Adoption requires a two-thirds majority vote of the membership present and eligible to vote and two-thirds majority vote of the Executive Committee.

ARTICLE VIII MEETINGS

Section 1. Annual Meetings.

There shall be an annual meeting at the time prescribed by the Executive Committee.

Section 2. Special Meetings.

Special meetings shall be called by the President upon written request of two-thirds of the Executive Council or two-thirds of the voting membership of the BOG/BOE.

Section 3. Quorum.

A quorum shall consist of those members present who are eligible to vote when the meeting is called in accordance with the Constitution and By-Laws notification requirements.

Section 4. School Voting Power.

Each member school shall be entitled to votes in the Federation based on their total individual membership in the Federation as verified by the Secretary before any properly called meeting of the Federation. School vote will be determined as follows:

Members Votes

1 - 19	1
20 - 39	2
40 - 59	3
60 - or more	4

Individual members are authorized to attend all annual business meetings, but they shall be without voting power unless they are an official Federation representative of their school.

Section 5. Certification of Voting Representatives.

Representatives shall be certified by the authorized administrative officials of their respective school.

Section 6. Mail Vote.

In the interval between meetings any action that may lawfully be taken by the Executive Committee at a meeting may be taken by a mail vote. A mail vote shall be taken by the Corresponding Secretary, who shall allow at least three weeks for reply, and shall preserve the vote of each member and report the votes for and the votes against to each member as soon as the votes are counted. A simple majority of those voting shall decide the issue unless otherwise required by this Constitution.

Section 7. Selection for the site of the U.S.H.F. Annual Meeting.

At the annual meeting a site and date shall be selected for the next annual meeting.

Section 8. Agenda.

Any member school, member of the Executive Committee, or Committee Chairman may place before the annual business meeting any matter relating to the affairs or objectives of this Federation (Such motions must be submitted in written form to the Corresponding Secretary prior to the start of the meeting. The written notice must detail the subject matter, actions and/or recommendations proposed by the motion). Matters so noticed shall be placed on the agenda without requiring approval of the Executive Council. Before each business meeting, the Corresponding Secretary shall distribute to each member school, all members of the Executive Council, and all standing committees a copy of the entire agenda.

Section 9. Order of Business.

The order of business at all meetings shall be as follows:

1. Seating of members and alternates and roll call of votes.
2. Minutes of previous meeting.
3. Financial reports.
4. Committee reports.
5. Special reports.
6. Unfinished business.
7. New business.
8. Program.
9. Election and installation of officers (when appropriate).

Section 10. Parliamentary Authority.

In the event of dispute about protocol, the latest edition of Robert's Rules of Order shall govern the proceedings at all meetings of the Boards and Committees of this organization.

Section 11. Board of Examiners.

- A. At least once a year, the Board of Examiners shall meet at the same time and place as the regular annual meeting of the Board of Governors.
- B. Wherever practicable, the meetings of the Board of Examiners shall be governed by the provisions of this Article.

ARTICLE IX FINANCE

The income of the Federation shall be derived from assessments levied by the Federation upon the members, from Federation-sanctioned events, and from other sources as determined by the Executive Committee.

ARTICLE X DUES

Section 1.

The annual dues for membership in the United States Hapkido Federation shall be:

School Membership - \$25.00

Individual Membership - \$15.00

Life Membership - \$150.00

Honorary membership - None

A. The individual membership fee of \$15.00 shall be paid directly to the U.S.H.F. member school. The school shall be authorized to retain \$10.00 while forwarding \$5.00 to the U.S.H.F. Treasurer.

B. Those who are not affiliated with a U.S.H.F. school may apply for membership directly to the U.S.H.F. by forwarding the individual membership fee of \$15.00 to the U.S.H.F. Treasurer.

Section 2.

Dues shall be payable to the Treasurer of the U.S.H.F. upon application of membership and annually thereafter.

Section 3.

Dues shall be payable at the beginning of October.

Section 4.

A member may be dropped from membership for failure to pay dues within thirty (30) days after the annual due date or within thirty (30) days from membership acceptance.

Section 5.

Members who have been dropped for non-payment of dues may be reinstated upon payment of dues for the current year.

Section 6.

Members knowingly in arrears in payment of dues shall not be entitled to any of the privileges, benefits or rights of membership, including the right to register future promotions or the right to certification of the existing ranks, until all arrears have been paid in full. Annual dues are not cumulative, however, and only current year registration is required.

Section 7.

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

Rank Registration Fees:

Section 9.

All ranks and rank charges of individual members who are 6th kup and above shall be registered by the students' respective schools in accordance with registration procedures. Each school shall annually pay the prescribed membership fee for all such registered members as provided in Section One (1) of this Article. Rank registration for ranks of 7th Kup and below is not required but encouraged.

Section 10.

All rank registration fees shall be paid to the U.S.H.F. Treasurer as follows:

Ranks Below Black Belt - \$5.00

Ranks of Black Belt - \$30.00

Section 11.

All rank promotion fees shall be determined by the U.S.H.F. Board of Examiners.

ARTICLE XI AMENDMENTS

If having been submitted to the Corresponding Secretary at least sixty (60) days before the annual meeting, an amendment to the Constitution and By Laws can be ratified at the annual meeting by a 2/3 vote of the members present and voting. The Corresponding Secretary shall mail a copy of the proposed amendment to all members of the Executive Committee, all standing committees, and each member school no later than thirty days before the annual meeting.

ARTICLE XII DISSOLUTION

This organization may be dissolved after dissolution is approved by two-thirds majority of the Executive Council and by a two-thirds vote of the member, schools provided that notices that a vote on dissolution will be taken and the ballots furnished to the member school at least sixty (60) days before the vote is taken. Upon dissolution the net assets of the Federation shall not benefit any private officer, individual, or group. The net assets shall be used exclusively for educational or charitable purposes. This provision is non-amendable. Assets incapable of proportionate distribution shall be distributed in accordance with the recommendation of the Executive Council exclusively for educational or charitable purposes.

ARTICLE XIII ADVISORY COUNCIL

The President, with the approval of majority vote of the Executive Council, may appoint non-members to serve on an advisory council for the organization. Each member of the Advisory Council shall possess special qualifications in a field that has an important relationship to Hapkido.