

MARITIME TAEKWONDO UNION

MEMBERSHIP POLICY

SOP 1.0

1. OVERVIEW

- 1.1. The Maritime Taekwondo Union (MTU) wishes to ensure that proper, consistent, and orderly procedures are followed when evaluating membership eligibility and membership standing within the Union.
- 1.2. This policy document provides details on membership requirements for the MTU which support and are consistent with articles outlined in the Union's Constitution and By-law document.
- 1.3. MTU members should be familiar with and adhere to requirements outlined in this policy.

2. PURPOSE:

- 2.1. The MTU is committed to promoting professional Taekwondo instruction in Nova Scotia. As men and women who represent the ideals and tenets of Taekwondo, Regular Members, Affiliate Schools, and all classes of Membership must meet a high standard of competence, professionalism, and ethics when dealing with their students, the public, and other members of the Union.
- 2.2. This policy document outlines requirements for admission into the MTU, as well as requirements to remain in good standing within the Union.

3. SCOPE

This policy applies to all current and prospective members of the MTU.

4. DEFINITIONS

Definitions of membership categories are as contained within the Union's Constitution and by-law. (Section 7)

5. APPLICATION FOR MEMBERSHIP

- 5.1. Membership in the MTU is open to active participants in Taekwondo in the province of Nova Scotia who meet the definition of Regular Member as described in Sections 7 & 8 of the MTU Constitution & By-laws.
- 5.2. Application for acceptance as Regular Member can be done online (<http://www.maritimetkunion.ca/join-now.html>) or through the Member's Taekwondo club.
- 5.3. Application for acceptance as an Affiliate Club Member will be done in accordance with Section 7.7 of the Constitution.
- 5.4. The MTU welcomes anyone involved in Taekwondo who meet the requirements of any classification of member.

6. Membership in Good Standing

To remain in good standing within the MTU, Regular Members must:

- 6.1. Submit payment of annual dues.
- 6.2. Adhere to motions passed during official meetings of the Union.
- 6.3. Adhere to requirements and/or conditions described in the MTU Constitution and By-laws.
- 6.4. Adhere to requirements and/or conditions described in other policy documents of the MTU.
- 6.5. Adhere to any conditions imposed by the Board of Directors as part of any investigation into a formal complaint.
- 6.6. Adhere to any conditions imposed as part of a disciplinary decision made by the Board of Directors or by another legal authority.

7. Not in Good Standing

- 7.1. Regular Members who fail to meet any requirement described in Section 3.1 will be deemed to be “not in good standing” and will automatically have their membership benefits suspended from the time the member fails to meet said requirement(s).
- 7.2. A Regular Member not in good standing will receive notification of their suspended status from the President of the Union (or designate) within one week of their suspension.
- 7.3. A member not in good standing with the Union who does not meet the requirements for reinstatement will have their membership revoked at which time they shall become an inactive member of the Union.

8. Application for Membership

- 8.1. Application to the MTU is open to any Taekwondo school or individual that meets the eligibility requirements of the Union. (Section 7 of the MTU Constitution & By-Laws)
- 8.2. All applications for membership and renewal of exiting memberships shall be made to the Member Services Chair of the MTU on approved form.
- 8.3. Prospective Regular Members of the MTU and any current members seeking renewal memberships must provide the following documents as part of their application package:
 - 8.3.1. A completed application form and registration fee.
 - 8.3.2. Proof of Kukkiwon 1st Dan rank (or higher).

9. Application Review – Affiliate School (Club) Members ONLY

- 9.1. The Secretary, for completeness and required documentation will initially screen all applications. If the application package is complete, the Secretary will notify the applicant that said application has been received and will be reviewed pending receipt of child abuse registry checks. If the application package is incomplete, the Secretary will notify the applicant of deficiencies within the application.
- 9.2. Any positive return related to child abuse registry checks of the school owner or instructors will result in an immediate rejection of the application.
- 9.3. Completed applications, which pass the screening process, will be considered at the first subsequent meeting of the MTU Board of Directors at which time the applicant will also make a presentation to the Board.
- 9.4. Acceptance or refusal of the application shall be by simple majority vote of the Board following discussion of the application. The applicant shall not be present during the discussion or vote.
- 9.5. The Secretary will notify the applicant of the status of their application within one week of the review.
- 9.6. Accepted members, upon submission of required dues, shall immediately become full active members of the MTU.

10. Membership in Good Standing – Affiliate School (Club) Members ONLY

To remain in good standing within the MTU, member schools must:

- 10.1. Submit payment of annual dues by prescribed due dates.
- 10.2. Submit accurate reports of student numbers when requested.
- 10.3. Submit copies of criminal records checks and child abuse registry checks for all Instructors and/or Volunteers over the age of 18 to be charged with unsupervised authority over children as they become active in the member schools and upon renewal of lapsed membership.
- 10.4. Adhere to motions passed during official meetings of the Union.
- 10.5. Adhere to requirements and/or conditions described in the MTU constitution and by-law document.
- 10.6. Adhere to requirements and/or conditions described in other policy documents of the MTU.

- 10.7. Adhere to any conditions imposed by the Board of Directors as part of an investigation into a formal complaint.
- 10.8. Adhere to any conditions imposed as part of a disciplinary decision made by the Board of Directors or by another legal authority.

11. Not in Good Standing

- 11.1. Affiliate School Members who fail to meet any requirement described in Section 3.0 will be deemed to be “not in good standing” and will automatically have their membership benefits suspended from the time the member fails to meet said requirement(s).
- 11.2. A member not in good standing will receive notification of their suspended status from the President of the Union (or designate) within one week of their suspension. This notification will outline the reasons for suspension and the actions required for reinstatement as a member in good standing. The President (or designate) will also inform the Board of Directors of this action.
- 11.3. A member not in good standing with the Union who does not meet the requirements for reinstatement will have their membership revoked at which time they shall become an inactive member of the Union.

12. Inactive Members

- 12.1. All inactive members who wish to rejoin the MTU must go through the full application process described in Section 2 of this policy. Any outstanding fees owed the MTU by the inactive member must accompany their application for membership.
- 12.2. Inactive members who became inactive because their membership was revoked by the MTU must first wait a minimum of one calendar year from the time their membership was revoked before they can reapply for membership in the Union.
- 12.3. Inactive members who became inactive through their resignation from the MTU are not subject to a minimum waiting period before reapplying for membership as long as they resigned from the Union as a member in good standing.

13. Requirement to Enroll

- 13.1. Affiliate schools, in order to remain in good standing, have a requirement to ensure enrollment of all Taekwondo students and Instructors in the MTU as either:
 - 13.1.1. Regular Members as defined in Section 7.1 of the Constitution or,
 - 13.1.2. Taekwondo Members as defined in Section 7.2 of the Constitution.
- 13.2. Failure to ensure enrollment of all such members in the MTU will:
 - 13.2.1. Endanger the Affiliate Club’s status within the MTU
 - 13.2.2. Limit or deny insurance coverage of club activities and members’ coverage
 - 13.2.3. Restrict or deny participation in MTU events and activities



Maritime Taekwondo Union Membership Application

If Applicant is under 18 Parent or Guardian must complete the following. Applicants over the age of 18 must complete and sign below.

Direct questions regarding the MTU and this application to your Instructor.

STUDENT CONTACT INFORMATION:

First Name			
Last Name			
Address			
Address (line 2)			
City		Postal Code	
Email		Phone	
Gender		Date of birth	
Next of Kin (for over 18yrs)			
Emergency Contact Number			
Parent(s) Name			
Emergency Contact Number			

MARTIAL ARTS INFORMATION:

How long have you been doing Taekwondo?-		Rank -	
Martial Arts School -			
Why did you start Taekwondo? (you can select multiple answers) Martial Arts?			
Sparring-	Self Defense-	Fitness-	Fun-
Family member joined	National - International competition	Always wanted to do it	

Applicant Agreement

I represent that I am the person who appears on the application above, or the Parent/Guardian of the person named above. I acknowledge and agree to the statements, terms and conditions above, as well as any applicable terms and conditions for this registration, and that by completing this registration form, I am assigning my intent and agreement to be bound by the terms, rule sand policies of the MTU.

SIGNATURE-	DATE
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