

TERMS OF REFERENCE (WT COUNCIL MEMBERS)

1. ESTABLISHMENT

The Council is established in accordance with Article 4.2 of the World Taekwondo (WT) Statutes to plan and manage WT's operations. The Council is a decision-making organ of the WT and in the exercise of its powers shall be in compliance with Article 6 of the Statutes.

2. POWERS AND RESPONSIBILITIES

In accordance with Article 6.8 of the Statutes, the Council's Powers are as follows:

- 2.1 Approve the minutes of the previous Council meeting;
- 2.2 Approve the agenda of the General Assembly (GA);
- 2.3 Approve the annual Financial Statements and Independent Auditor's Report to be presented to the GA;
- 2.4 Approve the Budget prepared by the Management under supervision of the Finance Committee to be presented to the GA;
- 2.5 Approve the Operation Report and Operation Plans of the Management to be presented to the GA;
- 2.6 Approve proposals for amendments to the Statutes, Competition Rules and Interpretation, and Para Taekwondo Athlete Classification Rules to be presented to the GA;
- 2.7 Approve proposals for enactment or amendments to governing documents not covered in Article 5.5.6;
- 2.8 Select host cities of WT-promoted championships;
- 2.9 Ratify expulsions proposed by the Management;
- 2.10 Discuss and/or decide on matters referred to the Council by the President;
- 2.11 Decide on the delegation of matters under its jurisdiction to the President.

The Council's responsibilities are to:

- 2.12 Attend meetings as representatives of WT and not as delegates of their respective MNA, organization, region or territory (See Statutes Article 6.9);
- 2.13 Ensure the proper stewardship and accountability of Management and provide counsel on the strategic direction of WT in consideration of its vision, values, and objectives;
- 2.14 Observe the highest standards of impartiality, integrity and objectivity. (See Addendum II for more guidance);

- 2.15 Be accountable and give value to members and stakeholders for its activities recognizing the impact of its decisions on all stakeholders and balancing their interest impartially and equitably;
- 2.16 Champion equality, diversity and inclusion.

3. COMPOSITION AND TERMS OF OFFICE

In accordance with Article 6.2 of the Statutes, the Council shall consist of the following Elected and/or Appointed Officials:

President	1	Elected
Vice President	8	5 ex-officio (Elected presidents of Continental Unions) 2 appointed by the President 1 highest voted female among the elected Council Members
Secretary General	1	Appointed by the President
Treasurer	1	Appointed by the President
Member	22*	17 elected (4 per Asia, Europe, and Pan America; 3 from Africa; and 2 from Oceania) – minimum 1 female per continent <i>*Note: The highest voted female Council Member becoming Vice President is not counted</i> 6 appointed by the President
Co-chairs of Athletes Committee	2	Ex-officio: Elected by Athletes Committee
Ex-officio from Kukkiwon	1	Ex-officio: Nominated by Kukkiwon and approved by the Council
Auditor	1	Elected
TOTAL	37	

For more details on Elected Officials: Refer to WT Statutes Article 5.8.2; for Appointed Officials: Refer to WT Statutes Article 6.7.2

4. ROLES AND RESPONSIBILITIES

In accordance with Statutes Article 7.2, the WT President shall chair the Council. The role of the Chair is:

- 4.1 To be responsible for the leadership and to be accountable for the effectiveness of the Council;
- 4.2 To promote the highest standards of organizational and sport governance at the Council level and throughout WT and its members;
- 4.3 To provide effective strategic leadership of the WT;
- 4.4 To act as a lead representative and strong advocate of the work of WT and its members;
- 4.5 To promote a culture of openness, transparency, and respect throughout WT and its members.

The role of an individual Council Member is:

- 4.6 To promote the highest standards of organizational and sport governance at WT Council level and throughout the WT;
- 4.7 To make an effective contribution to the role of the Council in accordance with their legal and regulatory duties;
- 4.8 To act as a representative and strong advocate of the work of WT and its member;
- 4.9 To promote a culture of openness, transparency, and respect throughout WT and its members;
- 4.10 To contribute to the development of the the strategic direction of WT ensuring that appropriate operational structures and supporting budgets are in place to deliver the strategy.

5. CONFLICT OF INTEREST

Council Members shall abide by the requirements of WT's Conflict of Interest Policy, including the completion of a Declaration of Interest updated at least once a year, and the reporting of any conflicts prior to any Council meeting.

Refer to Addendum I for more guidance.

6. MEETINGS

Ordinary Council meetings shall be called by the President before the General Assembly. Extraordinary Council meetings shall be called by the President whenever the President deems necessary.

The policy on support from WT for travel, accommodation, and per diem are listed in the WT Finance Rules. Basically, the support for an onsite Official Council meeting and General Assembly is:

6.1 Airfare: Vice Presidents and the Treasurer will travel via business class.

Council Members and the Auditor will travel via economy class. They are eligible to upgrade their flights from economy class to business class if their scheduled flight time is more than eight (8) hours. The scheduled flight time does not take into consideration transit times and flight delays.

6.2 Accommodation: from day of arrival until day of departure as approved by WT

6.3 Per diem: WT will cover meeting days only

The support from WT for an onsite Extraordinary Council Meeting and Extraordinary General Assembly is:

6.4 Airfare: The airfare of Council Members will be at their own expense

6.5 Accommodation: from day of arrival until day of departure as approved by WT

6.6 Per diem: WT will cover meeting days only

For transparency purposes and in accordance with good governance practices, the total per diem amount to the Council Members will be published on the website and in the annual audited accounts.

Any member of the Council who fails to attend two (2) consecutive meetings without prior notice to the Management may be subject to removal as a Council Member.

7. QUORUM

A simple majority of the Council Members is sufficient to constitute quorum.

8. VOTING

In accordance with Statutes Articles 6.12 and 6.13, unless otherwise provided herein, Council Members excluding the Auditor are entitled to vote. Resolutions and other decisions are passed by a simple majority of eligible voters present in the meeting.

In the case of an emergency, a resolution may be submitted to a vote by correspondence by the President to the Council. Voting eligibility requirements and effect of decisions remain the same. For e-voting quorum purposes proof of receipt by a simple majority of eligible voters shall constitute quorum.

9. MINUTES

In accordance with Statutes Article 6.14, minutes of all meetings and other proceedings of the Council meeting are established under the authority of the Secretary General. The minutes shall be distributed to each member no later than two (2) months after the Council meeting.

10. AUTHORITY

The Council is authorised to seek any information it requires from the Chair in order to perform its duties.

The Council is authorised to obtain, upon approval of the WT management, outside legal or other professional advice where they judge it necessary to discharge their responsibilities as Council members. A protocol in relation to this shall be agreed and formalised.

11. REVIEW

This Terms of Reference is approved by the Council and reviewed by the Council regularly / annually.

ADDENDUM I: WT Integrity Statement

ADDENDUM II: WT Conflicts of Interest Policy

WT Integrity Statement:

1. For World Taekwondo, Integrity is about a commitment to upholding ethical and moral principles in all aspects of our operations, including but not limited to, sporting events, governance, and administration, and doing so in a transparent and accountable way.
2. In particular, as a sport with East-Asian Martial Arts Roots, World Taekwondo emphasizes the importance of upholding traditional martial arts values, including the importance of maintaining self-discipline and courtesy.
3. World Taekwondo's Integrity Commitment includes:
 - a. a dedication to fairness and a zero-tolerance policy towards any form of cheating, bribery, or corruption,
 - b. a recognition of the importance of promoting and supporting a diverse and inclusive environment throughout all levels of Taekwondo,
 - c. and ensuring that all athletes, officials, and stakeholders are treated with respect, and that their rights and well-being are protected at all times.
4. Ultimately, Integrity means promoting a culture of honesty, trustworthiness, and ethical behaviour in all aspects of our organization and ecosystem.

Council Member Pledge

5. As a World Taekwondo Council Member, I acknowledge and understand the importance of upholding the highest standards of integrity, transparency, and ethical conduct. I pledge to adhere to the following principles and commitments throughout my tenure:

Code of Conduct:

- a. I will conduct myself with honesty, fairness, and integrity, upholding the values of World Taekwondo and promoting its mission.
- b. I will act in the best interests of World Taekwondo, its athletes, and stakeholders, ensuring their welfare and fostering a spirit of goodwill within the sport.

Compliance with Laws and Regulations:

- a. I will comply with all applicable laws, regulations, and internal policies governing the activities of World Taekwondo, both domestically and internationally.
- b. I will promote a culture of legal and ethical behaviour, rejecting any form of corruption, fraud, or illegal activities.

Conflict of Interest:

- a. I will identify and promptly disclose any potential conflicts of interest that may arise in the course of my duties as a council member.
- b. I will act in a manner that avoids conflicts of interest, ensuring that my personal or financial interests do not compromise my objectivity or impartiality.

Transparency and Accountability:

- a. I will promote transparency in decision-making processes, ensuring that information is shared openly and accurately with relevant stakeholders.
- b. I will be accountable for my actions, taking responsibility for the decisions made and their impact on World Taekwondo and its members.

Fair Play and Sportsmanship:

- a. I will champion fair play, sportsmanship, and the spirit of taekwondo, upholding the principles of respect, honor, and discipline.
- b. I will actively support initiatives aimed at combating doping, match-fixing, and any other forms of corruption or unethical behavior within the sport.

Reporting and Whistleblowing:

- a. I will promptly report any suspected violations of laws, regulations, or the code of conduct to the appropriate authorities within World Taekwondo.
- b. I will support and protect whistleblowers, ensuring that they are shielded from retaliation and that their concerns are thoroughly investigated.

Continuous Improvement:

- a. I will actively seek opportunities for continuous learning and professional development in areas such as governance, ethics, and anti-corruption measures.
- b. I will stay informed about best practices, emerging issues, and developments within the world of taekwondo, striving to enhance my knowledge and skills.

By signing this Integrity Pledge, I affirm my commitment to upholding the values and principles outlined herein, acting as a responsible and exemplary council member of World Taekwondo. I understand that any breach of this pledge may result in appropriate disciplinary action, including potential removal from my position.

Signature: _____

Date: _____

World Taekwondo

Conflicts of Interest Policy

(May 11 2021)

Introduction

In accordance with Article 2.4.1 and Article 14 of the WT Statutes, the World Taekwondo (“WT”) Council has established this conflicts of interest policy (this “Policy”). Members of the WT Council, Commissions and Committees shall declare any interests to the Secretary General in accordance with the Policy. The Secretary General; shall maintain a register of interests and will publish it on the WT website on a quarterly basis.

1. Scope

1.1 This Policy sets out the procedures for identifying and managing conflicts and potential conflicts of interests or duty (called “Conflicts” in this Policy) affecting all persons involved in the administration and running of World Taekwondo and its business (who are called “Parties” in this Policy).

2. Background

2.1 Parties have an obligation to act in the best interests of World Taekwondo and in accordance with its rules and regulations. They are expected to act impartially and objectively and to actively take steps to avoid Conflicts.

2.2 Conflicts matter because they affect discussions and decision-making and may result in decisions being reached that are not in the best interests of World Taekwondo. They can give the impression – both internally and to the wider public – that improper conduct has occurred even when it has not.

2.3 Conflicts come in a number of different forms. It is primarily the responsibility of each Party to identify if there is a Conflict or potential Conflict that may affect them or someone connected to them.

2.4 This Policy is not intended to adversely affect normal decision making within World Taekwondo. It is intended to make it more transparent, and to allow the management of Conflicts that will inevitably arise. It is important that management of a Conflict is proportionate to the risk that it poses to the best interests of World Taekwondo.

3. Identifying what a Conflict is

3.1 There are two types of Conflict:

(a) A **conflict of interests** – this is where a Party has an interest personal to them (which may be financial or non-financial) which conflicts, or may conflict, with the best interests of World Taekwondo.

(b) A **conflict of duties** – this is where a Party owes a duty to another body (such as being an employee, elected official, shareholder, trustee etc.) that conflicts, or may conflict, with their duties to act in the best interests of World Taekwondo. This type of conflict

does not have to be personal or financial to the Party. A conflict of duties can also be described as a **conflict of loyalties**.

4. Connected Persons

4.1 A Conflict can still rise if it involves a payment or benefit being given to a third party connected to the Party in question. A “Connected Person” is:

- (a) any parent, grandparent, child, stepchild, grandchild, brother, sister or spouse of a Party or any person living with the Party as his or her partner;
- (b) a firm, company or association in which the Party is a partner, officer, employee, consultant, director, member or shareholder (unless the Party owns no more than 1% of the issued shares on a recognized stock exchange);
- (c) a firm or company in which an individual listed in (a) above is connected in the ways set out in (b).

5. Duty to avoid conflicts

5.1 All Parties are under a duty to avoid a Conflict where possible.

5.2 5.2 If a Conflict or potential Conflict exists, it must be declared by the Party and managed as set out in this Policy.

5.3 Any doubt as to whether certain facts or circumstances may give rise to a Conflict should be resolved in favor of declaring those facts or circumstances.

6. Declaration of interests

6.1 On appointment, Parties must declare their interests on the declaration of interests form found on the World Taekwondo website. In particular, this declaration must include:

- (a) directorships, partnerships and employments with Member National Associations, Continental Unions, World Taekwondo or businesses that are engaged in the sport of taekwondo or derive any substantial portion of their revenue from taekwondo;
- (b) any office held with a Member National Association, Continental Union and any other international taekwondo or sporting bodies;
- (c) trusteeships or board positions with Member National Associations, Continental Unions, World Taekwondo or institutions or charities that are engaged in the sport of Taekwondo or derive any substantial portion of their revenue from Taekwondo; and
- (d) any material interests arising from close family or personal relationships with another Party in World Taekwondo.

6.2 The Secretary General will use the information in the declarations to maintain a register of interests. The information provided in any declarations of interest will be processed in accordance with World Taekwondo’s data privacy and protection policy. The information provided will not be used for any other purpose by World Taekwondo.

6.3 Parties must update their declarations as soon as possible following any change in circumstances and, in any event, must re-submit them not later than 14 days before the General Assembly each year.

- 6.4 At Council, committee or commission meetings, a Party is required to declare to the Chairman and the Secretary General (or the relevant WT staff manager) the nature and extent of any potential or actual Conflicts he may have in the proposed business of the meeting. In particular, this includes declaring any interests he or any Connected Person may have in any existing or proposed transactions or arrangements with World Taekwondo. This procedure applies also to any email votes or other electronic discussions.
- 6.5 Each meeting of Council (or a committee or commission) will contain declarations of Conflicts as a separate agenda item. Declarations of Conflicts concerning any item on the agenda must be made at this point and will be minuted. If a Party realizes at a later point in the meeting that he or she may need to declare a Conflict, this must be done promptly and will be minuted.
- 6.6 If a Party has an interest listed in the Register of Interests that should be disclosed as a Conflict, the chairman of the meeting shall disclose it to the meeting if the Party does not do so at the relevant point on the agenda.
- 6.7 Any Party who has a concern or is unsure of the proper procedure to follow should contact their Chairman and World Taekwondo staff manager for their committee or commission for advice.

7. Managing conflicts of interest

- 7.1 If a Party has a Conflict, then a decision must be made as to how to manage it. This decision will be made by:
- (a) the President (for Conflicts relevant to members of Council);
 - (b) the chairman of the meeting at which the Conflict becomes relevant; or
 - (c) in all other cases, the Secretary General,
- and in each case after consultation with the Integrity Committee.
- 7.2 If the President has a relevant Conflict, then a Vice President chosen by the other Vice Presidents will make the decision. If a Chairman has a relevant Conflict, the Vice-Chairman will make the decision.
- 7.3 A Party is required to give the decision-maker any additional information asked for in order to determine how the conflict is to be managed.
- 7.4 The decision-maker may decide that the Party:
- (a) can continue to participate in the normal way with the interest being minuted;
 - (b) shall not participate in the proceedings and is to abstain in any vote (but the body may ask the Party to provide any relevant information concerning the matter); or
 - (c) is to withdraw for the whole or part of the affected proceedings.

8. Specific Situations

- 8.1 This Policy has set out general principles applicable to all situations. This section contains requirements on specific situations which are likely to commonly occur. The lists are not exhaustive.

Relationships with MNAs

- 8.2 It is recognized that most Parties will have involvement with their MNAs and this is to be expected.
- 8.3 There is no conflict due to the Party's MNA involvement, even when that MNA has made a submission that is being discussed, unless the discussion or proposed decision:
- (a) affects the Party's MNA specifically;
 - (b) affects the Party's MNA in a different way from all other MNAs; or
 - (c) the Party is an employee of his MNA and that employment may be affected by the decision.

Competitions

- 8.4 A Party does not need to make any declaration if participating in a discussion or decision which would affect their athlete at a competition provided it is a general decision affecting all athletes equally – for example changes to the Competition Rules and Interpretations.

Employment or Appointments by World Taekwondo

- 8.5 A Party will have a conflict in relation to any discussions or decisions concerning actual or proposed:
- (a) employment with World Taekwondo; or
 - (b) appointment by World Taekwondo to any international sports organizations.
- 8.6 No member of the Council shall be appointed to any salaried office of WT or any office of WT paid by fees, and no remuneration or other benefit in money or money's worth shall be given by WT to any member of the Council except in accordance with the WT Financial Rules. This rules does not apply to members of the Management, whose remuneration is controlled by WT's Company Rules.

Provision of goods or services or other Commercial Arrangements

- 8.7 A Party will have a conflict in relation to any discussions or decisions concerning the actual or proposed provision of goods or services to World Taekwondo. This also applies to any commercial arrangements with these companies or World Taekwondo Events.

Competition Officials

- 8.8 A conflict of interest exists when a Competition Official has, or reasonably appears to have, a personal or financial interest which could affect the official's ability to be impartial.
- 8.9 When a Competition Official is aware of a conflict of interest, he/she shall decline an invitation to serve at a WT Sanctioned or Promoted event
- 8.10 When the Competition Official has any doubt, on the action to take he/she shall promptly consult WT, prior to accepting the invitation and be bound by its decision.
- 8.11 When, at an event, a Competition Official becomes aware of a conflict of interest, the official shall disclose the potential conflict to the Competition Supervisory Board.

World Taekwondo – Declaration of Interest

Name	
Positions held in World Taekwondo	
Date of declaration (or review)	

Category	Please give details of any interests (yours or from connected persons), including full background, any other parties involved and the likely duration. Please detail any current interests or those within the last 2 years.
Offices or positions (elected, volunteer or paid) held with: i) a Member National Association iv) Continental Union v) Any other international taekwondo or sporting bodies	
Involvement with the training or selection of competitors	
Contractual or commercial relationships with World Taekwondo	
Directorships, partnerships or employment with i) Member National Association iv) Continental Union v) businesses that are engaged in the sport of taekwondo or derive any substantial portion of their revenue from taekwondo;	
Trusteeships or board positions with i) Member National Association iv) Continental Union v) institutions or charities that are engaged in the sport of taekwondo or derive any substantial portion of their revenue from taekwondo;	
Membership of any Taekwondo club	
Close family relationships, commercial/business or personal relationships with another Board,	

Council, Committee or Commission Member	
Membership of any professional bodies, special interest groups or mutual support organizations	
<p>For Council Members: In respect of businesses that are engaged in the sport of taekwondo or derive any substantial portion of their revenue from taekwondo:</p> <ul style="list-style-type: none"> i) Investments in unlisted companies, partnerships and other forms of business ii) Major shareholdings of more than 5% of the issued capital iii) Beneficial interests 	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis or more frequently if requested by World Taekwondo. I give my consent for it to be used for the purposes described in the World Taekwondo Conflicts of Interest policy and for no other purpose

Signature	
Date	