

# Universal United Nepalese Taekwondo Federation

## Guidelines on how proposals and ideas become legitimate or active.

December 25, 2014 (last updated)

1. All individual members shall have the right to present their proposal or an idea in writing, submitted for the growth and development of the UUNTF, by way of an e-mail to the Executive Board of Directors for a review and consideration.
2. Within 2 to 3 business days of receiving a proposal from an individual member, one of the UUNTF officers such as President, General Secretary or Secretary shall be obliged to organize a conference call or meeting.
3. After 3 business days of submission, if there has been no communication, the individual member shall also exercise right to send at least 2 follow up emails to the UUNTF officer, who was initially delivered the Proposal or idea, with a copy to the other UUNTF officers.
4. In case a conference call or meeting is not arranged within the stipulated time frame, after at least 2 follow up emails, the individual member shall have the authority to call for and organize a conference call or meeting.
5. During the conference call or meeting, the proposal shall be discussed amongst all of the members in attendance and the majority of the members' votes may be endorse as long as at least 3 members, irrespective of their designation or role within the organization, are physically present and in attendance at such conference call or meeting. It must be noted that once a decision is made on the proposal, there shall be no further opportunity for objections by the members, who remained absent from the conference call or meeting or voting process.
6. During the conference call or meeting, the individual member, who originally presented the proposal or idea, shall be responsible for preparing the minutes of the meeting with respect to the proposal's discussion and confirmation of agreement during the meeting.
7. After the conclusion of the conference call or meeting, it shall also be the sole responsibility of this individual member to communicate the minutes of the meeting to all of the members in attendance for their review and to ensure accuracy of the discussions and agreement of the proposal. All absent members shall be excluded from this communication involving the minutes of the meeting.
8. In the event, the minutes of the meeting is communicated or distributed to the absent member by way of email or any other mode of communication without a formal review and consent of the members in attendance, the Proposal and the individual members shall be subject to the following:
  - i. The proposal and any agreement with respect to the Proposal shall deem to have been dismissed or become null and void without further consideration.
  - ii. The members in attendance may issue a show cause notice requiring this individual member to justify, explain and clarify their actions.
  - iii. The members in attendance shall have the authority to revoke this individual member's membership for a period of up to 12 months or formal resignation from the organization.
  - iv. Any individual member under suspension shall not be allowed to submit a Proposal or attend future meetings for the next 12 month period or until such time that the Executive Disciplinary Chairperson addresses the matter to the President of the organization by submitting a written statement and receives a favorable decision.

9. Any proposal disqualified due to the reasons as stated above, excluding disqualification caused by an individual member's suspension or resignation, may not be raised or resubmitted for a period of at least one year. The limitation of the reconsideration period for such disqualified proposal or ideas may be reduced to 6 months only in the following circumstances:
  - i. Results of the voting for the original proposal remained inconclusive;
  - ii. The members in attendance were unable to unanimously arrive at a favorable or unfavorable decision with respect to the original proposal;
  - iii. The original proposal received only 50% of the favorable votes from the members in attendance.
10. Upon receiving the minutes of the meeting, these shall be reviewed, with due consideration for amendments or revisions, as necessary and decided upon, and only then the President and the members in attendance shall affix their signatures on the Proposal in order for it to become a legitimate instrument for the organization with no option for further objections or considerations.
11. The approved and activated Proposal shall then be communicated to all of the executives and members by way of a mass e-mail message.
12. Any members, who opted to remain absent from the conference call or meeting, including the voting process, in relation to the approved Proposal, are expected to maintain decorum and shall not have any excuses to raise objection or retaliate on the decisions made by the members in attendance, who democratically approved the Proposal or idea.



This guideline is approved by UUNTF Executive Board Members