

# BY-LAWS OF THE INTERNATIONAL SUNGJA-DO ASSOCIATION



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# ARTICLE I

## PURPOSES AND POWERS

1. The purposes and powers are set forth in the constitution.

# ARTICLE II

## LOCATION OF HEADQUARTERS

1. This organization shall be deemed to be located at:

INTERNATIONAL SUNGJA-DO ASSOCIATION  
137 TIMBERLAKE DRIVE  
FLORENCE, SC 29501 USA  
(843) 968-8178  
[www.isamartialarts.net](http://www.isamartialarts.net)  
[isahdq@yahoo.com](mailto:isahdq@yahoo.com)

# ARTICLE III

## MEMBERSHIP

1. Memberships shall consist of the following:
  - o Individual registered member.
  - o Black Belt registered member.
  - o Affiliated School membership.
  - o Affiliated Association/Federation membership.
  - o Honorary member.
2. Registered membership shall be opened to any individual of good character, good reputation and sound mind who has an interest in furthering his/her martial arts and this organization.
3. Registered membership shall be opened to any individual who is enrolled in any affiliated school within this organization.
4. Registered membership shall be opened to any individual who is enrolled in any affiliated Association within this organization.
5. Honorary membership shall be opened to any individual who has rendered distinguished service to the general welfare of this organization.
6. Membership shall not be extended to anyone convicted of a felony or having a history of violence or mental instability, or fraudulent application to ISA for membership.
7. I.S.A. affiliated school membership shall be open to any authentic martial arts school endorsed by this organization with five or more members and at least one registered I.S.A. Instructor. Such a school once accepted must uphold the constitution and by-laws, which govern this organization.

8. Application for membership shall be in the form prescribed in the by-laws of this organization and acceptance of the membership shall bind member to abide to the constitution, by-laws, rules and regulations and policies that govern this organization.
9. Members shall assist in the expansion, development and promotion of this organization.
10. Members shall exercise cooperation and trust with their instructor, fellow I.S.A. members, I.S.A. officials and the I.S.A. Director.
11. Members shall safeguard and promote all activities of this Association.

## **ARTICLE IV**

### **ADMISSION PROCEDURE FOR AFFILIATED SCHOOLS**

1. Affiliated schools membership is available to all martial arts schools, clubs, armed forces, collegiate and law enforcement groups. Each of these schools must have at least five or more members and one I.S.A. Instructor.
2. Affiliated school admission procedure:
  - The head of the school applying for I.S.A. membership must be a registered I.S.A. Instructor.
  - Submit a photocopy of the head instructor's rank certificate.
  - Submit a completed school membership application to I.S.A. headquarters.
3. Once an applying school has been accepted, the head of the school must register all its members with the I.S.A.
4. Anyone that teaches at the school must hold an I.S.A. Instructor's certificate.
5. All I.S.A. schools are to keep all of its members completely informed on the articles of the I.S.A. constitution and by-laws.
6. I.S.A. affiliated schools shall be on a one-year probationary period.
7. A copy of the I.S.A. Constitution and By-laws must be posted in all I.S.A. affiliated schools, and must be able to be seen by all I.S.A. members.

## **ARTICLE V**

### **ADMISSION PROCEDURE FOR INDIVIDUALS**

1. The following individuals are qualified to accept and submit the I.S.A. Individual Application for Membership form:
  - The Director
  - Country Representative (International affiliations)
  - State, Province or County Representatives
  - Assistant State, Province or County Representatives
  - Any registered I.S.A. Instructor
2. Any of the above individuals may accept and submit the Individual Application for Membership form in the following manner:
  - Submit a completed Individual Application for Membership form for each student, to I.S.A. headquarters.
  - If the individual applying for membership holds a certified rank in any legal martial system, he must submit a copy of his/her rank certificate.

# ARTICLE VI

## APPLICATION FOR I.S.A. INSTRUCTOR'S STATUS

1. Any individual applying for the Instructor's Certificate in the I.S.A. must at the time the application is filed, be a member of the I.S.A.
2. The individual must hold the rank of 8<sup>th</sup> Degree and higher to be considered for a Grand Master Instructor license. The individual must hold the rank of 7<sup>th</sup> Degree to be considered for a Chief Master Instructor license. The individual must hold the rank of 5<sup>th</sup> & 6<sup>th</sup> Degree to be considered for a Master Instructor license. Individual must hold the rank of 2<sup>nd</sup> Degree up to 4<sup>th</sup> Degree for Full Instructorship position. An individual that holds rank from 6<sup>th</sup> Grade to 1<sup>st</sup> Degree black belt may hold an Assistant Instructorship position.
3. Grandmaster Instructor Application must be submitted to the I.S.A. Director along with the fee of \$350.00 and a copy of the individual's rank certificate.
4. Chief Master Instructor Application must be submitted to the I.S.A. Director along with the fee of \$250.00 and a copy of the individual's rank certificate.
5. Master Instructor Application must be submitted to the I.S.A. Director along with the fee of \$150.00 and a copy of the individual's rank certificate.
6. Instructor Applications must be submitted to the I.S.A. Director along with the fee of \$125.00 and a copy of the individual's rank certificate.
7. Assistant Instructor Applications must be submitted to the I.S.A. Director along with the fee of \$50.00 and a copy of the individual's rank certificate.

All I.S.A. Instructors must be a member of an I.S.A. affiliated school.

8. Once accepted, the I.S.A. Master Instructor may promote I.S.A. members, belonging to said instructor's affiliated school, up to one (1) Degree below the Master Instructor's present rank. (Example: 5<sup>th</sup> Degree may promote to 4<sup>th</sup> Degree, no higher)
9. Once accepted, the I.S.A. Full Instructor may promote I.S.A. members, belonging to said instructor's affiliated school, up to two grades below the instructor's present rank. (Example: 2<sup>nd</sup> Degree may promote student to 1<sup>st</sup> Grade, no higher)
10. I.S.A. Instructors may only promote members of said instructor's registered I.S.A. School.
11. Once accepted as an I.S.A. instructor, said instructor shall receive an Instructor's Certificate with the instructor's name, rank and the rank up to which the instructor may promote his/her I.S.A. members.
12. Each time an I.S.A. instructor is advanced in rank, said instructor will receive a new Instructor's Certificate for a fee of \$25.00.
13. The I.S.A. patch must be worn on all I.S.A. instructors' dress uniforms at all times. Proper location for the I.S.A. Patch is over the left breast.

# ARTICLE VII

## PARLIAMENTARY AUTHORITY

1. In the event of a dispute, the latest edition of Robert's "Rules of Order" shall govern the proceedings at all meetings held within this organization.

# ARTICLE VIII

**OFFICERS AND DUTIES** (All officers in the I.S.A. must pay for the privilege of being an I.S.A. officer. This is a one-time fee of **\$50.00 US\$**)

1. The officers of this organization shall be as follows:

### USA

- Director
  - State Director
  - Assistant State Director
  - Regional Directors
  - County Directors
2. Duties of Director
    - To determine and carry out all duties and business on behalf of the organization.
    - To direct to all activities, coordinate, control and exercise general supervision within this organization.
    - To provide technical advice and assistance, to examine and grant all promotions within this organization as allowed under the rules of this organization.
    - To create certificates and award ranks on behalf of this organization.
    - To create new offices and appoint officers deemed necessary in behalf of this organization.
    - The Director shall be the highest form of authority within this organization.
  3. Duties of State, Regional or County Directors
    - All State, Regional or County Directors shall be appointed by the Director and the State Director.
    - Exercise general supervision over activities within the State, Region or County on behalf of this organization.
    - Enforce the Constitution and by-laws of this organization within the State, Region or County.
    - There shall be only one State, Region or County Director per State, Region or County.
    - To keep the Director fully informed on all organization activities within the State, Region or County.
    - To make contact with individuals, schools, clubs and other martial arts organizations within their State, Region or County.
  4. Duties of Assistant State, Region or County Director
    - The Director and the State Director shall appoint the Assistant State, Region or County Directors.
    - There shall be only one Assistant State, Region or County Director per State, Region or County.

- To assist the State, Region or County Director in all duties on behalf of this organization.
- 5. The Director may dismiss any officer or official of this organization from this organization.
- 6. Duties of USA Regional Directors Office:
  - Once the individual states have filled all their openings and the states form completed regions, then the Regional Director will come into play. The RR will coordinate all efforts between the individual counties that make up the region.

**INTERNATIONAL** (All officers in the I.S.A. must pay for the privilege of being an I.S.A. officer. This is a one-time fee of **\$50.00 US\$**)

- Director
- Country Director (International Affiliations)
- Assistant Country Director
- Regional Director
- State, Province or County Director
- Assistant State, Province or County Director
- Regional Director
- 7. Duties of Country Director
  - The Director shall appoint all Country Directors.
  - Exercise general supervision over activities within the country on behalf of this organization.
  - Enforce the Constitution and by-laws of this organization within the country.
  - There shall be only one country representative per country.
  - To keep the Director fully informed on all organization activities within the country.
  - To make contact with individuals, schools, clubs and other martial arts organizations within the country.
- 8. Duties of State, Province or County Director
  - The Director and the Country Director shall appoint all State, Province or County Directors.
  - Exercise general supervision over activities within the State, Province or County on behalf of this organization.
  - Enforce the Constitution and by-laws of this organization within the State, Province or County.
  - There shall be only one State, Province or County Director per State, Province or County.
  - To keep the Director fully informed on all organization activities within the State, Province or County.
  - To make contact with individuals, schools, clubs and other martial arts organizations within their State, Province or County.
- 9. Duties of Assistant State, Province or County Director
  - The Director and the Country Director shall appoint all Assistant State, Province or County Directors.
  - There shall be only one Assistant State, Province or County Director per State, Province or County.
  - To assist the State, Province or County Director in all duties on behalf of this organization.

## **ARTICLE IX**

## PROMOTIONS

1. Student progress shall be judged on the following criteria:
  - Character and Attitude.
  - Knowledge of the history of the different martial arts taught within his local school.
  - Perfection of the fundamental basics, i.e., stances, blocks, strikes, kicks and body movements.
  - Mastery of patterns used within the I.S.A. and its member associations and schools.
  - Length of time in training.
  - Development of control, precision, power, speed and form.
  - Teaching ability and assistance rendered to others.
  - Progress through practical application of techniques.
2. Each affiliated school shall hold a promotional examination at least twice per year.
3. Any I.S.A. Instructor, once approved by I.S.A. Headquarters, may promote I.S.A. members up to two grades below the Instructor's present rank.
4. The quality, as well as the quantity of material assimilated in the promotional criteria, becomes more critical as the student is graded for a higher level of proficiency.
5. When a new member from another organization who presently holds a rank in any Martial Art, joins the I.S.A., said applicant must submit a copy of their present rank certificate.
6. Consideration shall be given those who are actively engaged in the promotion and expansion of this organization.
7. Applications for promotions must be submitted by the awarding instructor to I.S.A. Headquarters along with the proper promotional fee.
8. All certificates of rank shall be mailed back to the Instructor that awarded the ranks, to be signed by him/her and then issued to each student.
9. Promotions may be granted to I.S.A. members only.
10. The I.S.A. Director may demote members in rank only.
11. Members should not be allowed to test unless they are in the proper uniform and wearing the I.S.A. patch.

# ARTICLE X

## CERTIFICATES AND DUES

1. The International Sungja-Do Association shall prepare uniform certificates of rank and advancement that shall be used by all schools, instructors and members within this organization and issued to I.S.A. members only.
2. All certificates shall be made out by the Director and forwarded to the proper authorities.
3. All applications for membership or affiliation with this organization shall be sent to I.S.A. headquarters.
4. Membership in the I.S.A. is a one-time fee: of \$50.00 to all.
5. Due's for affiliated schools shall be a Yearly fee of \$50.00.
6. Grand Master Instructor Certificate fee shall be \$350.00. Chief Master Instructor Certificate fee shall be \$250.00, Master Instructor Certificate fee shall be \$150.00. Full Instructor Certificate fee shall be \$125.00. Assistant instructor Certificate fee shall be \$50.00.
7. Each time an instructor advances in rank, said instructor shall receive a new Instructor Certificate for \$25.00.
8. Additional copies of certificates may be purchased at the following prices:
  - o Degree Certificates===== \$25.00
  - o Grade Certificates===== \$5.00
  - o Membership Certificates===== \$5.00
  - o Assistant Instructor Certificates===== \$15.00
  - o Instructor Certificates===== \$25.00
  - o Grand Master and Master Instructor Certificates===== \$50.00
  - o School Charter Certificates===== \$25.00
  - o Association Charter Certificates===== \$25.00
  - o Officer Position Certificates===== \$25.00
9. Extra I.S.A. patches may be purchased from I.S.A. headquarters for \$10.00.
10. The I.S.A. Constitution and By-laws may be purchased from I.S.A. headquarters for \$35.00.
11. No part of the I.S.A. Constitution and By-laws may be reproduced without the express written consent of the Director.
12. All prices and fees are subject to change without notice.

# ARTICLE XI

## I.S.A. Rank System and Time Requirements

1. The following student's ranks are used at the I.S.A. headquarters school. They are only shown here as an example of the rank and color belt system. All affiliated schools will keep their own rank system or adopt the I.S.A. system if they choose too.
2. The first seven Degrees of Black Belt represent skill and physical application of the Arts.
3. The minimum time requirements are calculated with a one (1) hour class at least three (3) times per week. Minimum of twelve (12) hours per month.

MINIMUM TIME REQUIREMENTS FOR PROMOTION WITH CONTINUOUS TRAINING

9th Grade===Yellow Stripe on White Belt-----24 to 36 Hours  
EQUALS 2nd to 3rd Month

8th Grade===YELLOW BELT-----36 to 48 Hours  
EQUALS 4th to 5th Month

7th Grade===Yellow Belt with Green Stripe-----48 to 60 Hours  
EQUALS 6th to 7th Month

6th Grade===GREEN BELT-----60 to 84 Hours  
EQUALS 8th to 9th Month

5th Grade===Green Belt with Blue Stripe-----84 to 96 Hours  
EQUALS 10th to 11th Month

4th Grade===BLUE BELT-----100 to 120 Hours  
EQUALS 12th to 13th Month

3rd Grade===Blue Belt with Red Stripe-----120 to 140 Hours EQUALS 14th to 15th Month

2nd Grade===RED BELT-----140 to 160 Hours  
EQUALS 16th to 17th Month

1st Grade===Red Belt with Black Stripe-----188 to 208 Hours EQUALS 20th to 21st Month

Cho-Dan Bo == Temporary Black Belt 1st Degree  
300 to 320 Hours  
EQUALS 24th to 25th Month

BLACK BELT **1st** DEGREE PERMANENT--444 to 456 Hours  
EQUALS 36th to 37th Month  
(Total three (3) years in constant training)

BLACK BELT **2nd** DEGREE PERMANENT--  
One (1) Years Minimum Training Time as 1st Degree

BLACK BELT **3rd** DEGREE PERMANENT---  
Two (2) Years Minimum Training Time as 2nd Degree

BLACK BELT **4th** DEGREE PERMANENT---  
Three (3) Years Minimum Training Time as 3rd Degree

BLACK BELT **5th** DEGREE PERMANENT---  
Four (4) Years Minimum Training Time as 4th Degree

BLACK BELT **6th** DEGREE PERMANENT---  
Five (5) Years Minimum Training Time as 5th Degree

BLACK BELT 7<sup>th</sup> DEGREE PERMANENT---  
Six (6) Years Minimum Training Time as 6th Degree

4. Anyone who wishes to join the I.S.A. may keep his/her present rank even if the I.S.A. time requirements have not been met. But, once he/she becomes a member, they must meet the time requirements before advancing to the next highest rank.

## **ARTICLE XII**

### **PATTERNS (HYUNGS / POOMSAE / KATA / KUEN / FORMS)**

Patterns are basic movements using the martial arts techniques against an imaginary opponent. All promotional examinations require patterns to be performed at each belt level. This teaches the student to learn how to execute basic movements with power, speed, focus and concentration; for without these attributes the patterns cannot be performed properly. Learning to perform the patterns correctly will enable the student to develop self- defense skills, sparring and breaking techniques, plus improve body co-ordination and strength.

## **ARTICLE XIII**

### **SPARRING**

There are many types of Sparring. The following are used at the I.S.A. headquarters school:

- One-step
- Three-step
- Free sparring:
  1. Olympic-style Taekwondo (Based on the Rules of the World Taekwondo Federation (WTF))
  2. Sport Taekwondo (Based on the Rules of the International Taekwon-Do Federation (ITF))
  3. Sport karate (Based on the Rules of NASKA & ISKA)
  4. Full-contact (Rules based on the MMA / UFC)
  5. Full-contact (no rules) (pure street fighting)

## **ARTICLE XIV**

### **SELF-DEFENSE**

Self-defense may consist of any logical means by which one person may ward off an attack. The type of attack may range from a simple wrist grab to a life and death situation involving a weapon. All I.S.A. students involved in a promotional examination must demonstrate self-defense techniques. It is therefore required that all belt levels be taught these techniques.

I.S.A. Instructors may use any self-defense techniques that are practical (they must work for everybody, not just one or two individuals).

## **ARTICLE XV**

### **INSTRUCTIONAL CLINICS & PROMOTIONAL REVIEWS**

1. Any I.S.A. Instructor of an affiliated school may request a Clinic or Promotional review, by sending the request to I.S.A. headquarters, c/o the Director.
2. Once a date has been set, the applying member must then submit the clinic and/or promotional review fee for each member.

3. The minimum amount of students per clinic or review shall be twenty-five (25) for each clinic or review, (Nationally) and fifty (50) for all International events.
4. For each clinic, there will be a minimum amount guaranteed for the amount of \$2500.00.
5. The I.S.A. member requesting the clinic or promotional review will be required to pay for transportation to and from the I.S.A. Headquarters to the clinic site for the instructor(s).
6. The requesting I.S.A. member shall be required to pay for lodging at a motel / hotel of the visiting instructor(s) choice.
7. If the instructor(s) come to give a clinic, said instructor(s) shall also hold a promotional review at no additional charge, (except the normal testing fee).
8. Clinics (seminars) held within this organization shall be conducted by I.S.A. Instructors of 2<sup>nd</sup> Degree or above.