

WORK MANUAL



INTERNATIONAL HEALTH QIGONG FEDERATION

September, 2016

DESCRIPTION AND SYMBOLISM OF THE IHQF EMBLEM



IHQF EMBLEM

The design with the Olive branches surrounding the earth symbolizes friendship, harmony, mutual inclusiveness and common development—the theme of the International Health Qigong Federation as abbreviated **IHQF**.

Dragon and phoenix implies Yang and Yin separately. Auspices and prosperity brought by the dragon and phoenix in extremely good fortune are believed the Chinese culture traditional philosophy of the balance between Yin and Yang which are good to improving physical and mental conditions in Health Qigong. The movements of the dragon's power with the phoenix's gentle beauty create Health Qigong's unique idea of health care- a combined quality of dynamic and calm, firmness and flexibility.

The green color in the design gives a light vision of Health Qigong: advocating the nature, valuing life and looking for a beautiful picture of the harmony of heaven, earth and human being.

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IHQF EXECUTIVE BOARD

(17 Members)

President	
YANG Chunbo	CEO of Longcai Enterprise Group; Honorary Vice President of Chinese Health Qigong Association
Executive Vice President and Secretary-General	
CHANG Jianping	President of Chinese Health Qigong Association
Vice Presidents	
Pierre DE KEUKELAERE	President of Belgian Health Qigong Federation
Ken LOW	President of Canada International Health Qigong Association
Yuliang FEI	President of Dutch Health Qigong Association
Paulo Alexandre ARAUJO	President of Portuguese Federation of Chinese Martial Arts – FPAMC
Members	
HAN Jinsong	Director of Tai Chi Australia
Dhan Kwong, YONG TIT KOW	President of Health Qigong Association of Mauritius
XIN Yi (female)	Vice-President of Chinese Health Qigong Association
KE Wen (female)	Vice-President of Les Temps Du Corps
Faye YIP (female)	President of British Health Qigong Association
Sitan CHEN	Chairman of the American Tai Chi & Health Qigong Center
KO Hak Ling	Chairman of Health Qigong Association of Hong Kong, China Ltd
LOW Foo Yong	Consultant of Qigong Shi Ba Shi Association (Singapore)
Feng CHEN	Vice President of the American Tai Chi & Health Qigong Center
Herman WANG	President of Health Qigong Federation UK
Willi NEUMANN	Academic Director of University Neubrandenburg of Germany

IHQF EXECUTIVE BUREAU

(5 Members)

YANG Chunbo	President of the IHQF
CHANG Jianping	Executive Vice President and Secretary-General of the IHQF
Pierre DE KEUKELAERE	Vice President of the IHQF
Ken LOW	Vice President of the IHQF
HAN Jinsong	Executive Member of the IHQF

IHQF SPECIALIZED COMMITTEES

(47 Members)

Techniques and Promotion Committee (10 members)	
Chairperson	
XIN Yi (female)	Vice-president of Chinese Health Qigong Association
Vice Chairmen	
Sitan CHEN	Chairman of the American Tai Chi & Health Qigong Center
HU Xiaofei	Member of Standing Committee of Chinese Health Qigong Association
SHI Aiqiao	Member of Standing Committee of Chinese Health Qigong Association
ZHANG Zheng	Deputy Secretary-General of Chinese Health Qigong Association
Members	
Jennifer GU (female)	President of Canada Ji Hong International Health Qigong College
Kauko UUSOKSA	Chairman of Finnish Health Qigong Federation
Panagiotis KONTAXAKIS	President of Hellenic Health Qigong Association
CHEN Shi Ning	Chairman of Slovenian Health Qigong Association

ZHU Shaofan	President of China Wushu Institute
Marketing and Legal Affairs Committee (9 members)	
Chairman	
Pierre DE KEUKELAERE	President of Belgian Health Qigong Federation
Vice Chairmen	
Laurent Chabres PETER	President of Mexican Health Qigong Association
LI Shudong	President of USA Health Qigong Federation Inc
WANG Yi	Deputy Secretary-General of Chinese Health Qigong Association
Members	
Marcus Vinicius FERNANDES ALVES	President of Brazilian Wushu Confederation
Roberto Vargas LEE	President of Cuban Wushu and Health Qigong Association
TAN Jianxiang	Professor of Huanan Normal University, China
HUH Il Woong	President of Korea Health Qigong Association
YANG Liqin	Director of the Association Culturelle et Sportive Euro Chinoise
Policy and Advisory Committee (9 members)	
Chairperson	
KE Wen (female)	Vice-President of Les Temps Du Corps
Vice Chairpersons	
GAO Lanjie (female)	Deputy Secretary-General of Chinese Health Qigong Association
LOW Foo Yong	Consultant of Qigong Shi Ba Shi Association (Singapore)
Faye YIP (female)	President of British Health Qigong Association
Members	

CHUNG Ching	President of the Health Qigong Association in Argentina
LV Meijin (female)	Chairperson of the US Health Qigong Association
Christopher PEI	Chief Executive Officer of United States Wushu Academy
WANG Weidong	Vice-President of Guang'anmen Hospital, China
Jean Mario RIOUX	Dutch Health Qigong Association
Science and Health Cultivation Committee (10 members)	
Chairman	
Willi NEUMANN	Academic Director of University Neubrandenburg of Germany
Vice Chairmen	
Weimo ZHU	Professor of Illinois State University
CUI Yongsheng	Deputy Secretary-General of Chinese Health Qigong Association
Wolfgang SCHOELLHOM	Professor of the University of Mainz, Germany
Members	
Victor W.HENDERSON	Professor of Stanford University, United States
MEI Mosheng	Researcher of China National Academy of Painting
ZHANG Qicheng	Professor of Beijing University of Chinese Medicine, China
ZHANG Wenchun	Professor of Jiangxi University of Traditional Chinese Medicine
CHEN Jian Ping (female)	Vice President of Chinese Medicine Institute, Hong Kong University
Carol GASSOYNE (female)	British Health Qigong Association
Information and Advocacy Committee (9 members)	
Chairman	
Paulo Alexandre ARAUJO	President of Portuguese Federation of Chinese Martial Arts – FPAMC

Vice Chairpersons	
CHEN Sujun (female)	President of Canada International Wellness Culture Association
DING Liling (female)	Chinese Health Qigong Association
Herman WANG	President of Health Qigong Federation UK
Members	
Rick HO	General Manager of Sing Tao Daily News, New York, USA
JIAN Liujun	President of the Institute du Quimetao, France
Gleb POROGER	President of Russian Health Qigong Association
Saša BALANESKOVIĆ	President and chief instructor of the Serbian Qigong Association
Sue CHANG (female)	Director of the Tai Chi Fitness Australia

STATUTE
OF
THE INTERNATIONAL HEALTH QIGONG FEDERATION
Amendment by the Second IHQF General Assembly
(Chizhou City, China on 12 August, 2016)

Chapter I: General Provisions

Article 1

The English name of the Federation shall be the International Health Qigong Federation, abbreviated as IHQF.

Article 2

IHQF is an international non-profit organization formed by national and regional Health Qigong organizations worldwide on a voluntary basis.

Article 3

IHQF Objectives

- 1.To pool and leverage the strengths of the Member Organizations;
- 2.To lead the Member Organizations in enhancing mutual respect and win-win cooperation;
- 3.To promote and enhance the physical and mental wellbeing of people around the world.

Article 4

IHQF accepts the operational guidance, supervision and administration of the administrative organs with which it is registered, i.e. the Ministry of Civil Affairs of the People's Republic of China and the General Administration of Sport of China.

Article 5

IHQF is headquartered in Beijing, China.

Article 6

The working languages of IHQF shall be English and Chinese.

Chapter II: Scope of Business

Article 7

IHQF's scope of business shall include the following:

- 1.Formulating standards and plans;
- 2.Organizing training, events and activities;

- 3.Engaging in advocacy and promotion;
- 4.Conducting scientific research;
- 5.Promoting the development of Health Qigong as an industry.

Chapter III: Membership

Article 8

IHQF adopts an organization membership system. Health Qigong Organizations of all countries and regions may apply for IHQF membership.

Article 9

Applicants for IHQF membership should meet the following requirements:

- 1.Support for the IHQF Statute;
- 2.Having obtained registration with and approval by the resident government authorities;
- 3.Commanding significant influence in IHQF's field of operations;
- 4.Acknowledgement of IHQF as the sole international Health Qigong organization.

Article 10

Procedures for admission to IHQF membership:

- 1.Submission of application for membership;
- 2.Eligibility examination by the IHQF Head Office;
- 3.Approval through voting by the Executive Board;
- 4.Conferment of a membership certificate.

Article 11

Member Organizations shall be entitled to the following rights:

- 1.The rights to elect, to be elected and to vote in IHQF;
- 2.The right to participate in IHQF events and activities;
- 3.The priority right to benefit from IHQF services;
- 4.The right to make suggestions and exercise supervision on the work of IHQF;
- 5.The right to apply for hosting IHQF events;
- 6.The right to withdraw voluntarily from IHQF.

Article 12

Member Organizations shall fulfill the following obligations:

- 1.Respect for the IHQF Statute;
- 2.Implementation of IHQF resolutions and safeguard of its legitimate rights and interests;
- 3.Active participation in IHQF activities and completion of tasks assigned;
- 4.Payment of membership dues as per the regulations;

5. Report on developments and provision of relevant information.

Article 13

A Member Organization that wants to withdraw shall submit a written application and return the membership certificate to the IHQF Head Office.

A Member Organization that has failed to pay membership dues or participate in IHQF events and activities for two consecutive years is regarded as having withdrawn automatically from the Federation.

Article 14

A Member Organization that has committed violation of the IHQF Statute or any other misconduct will, upon agreement by the Executive Board, be served a warning, put on probation or even expelled.

Chapter IV: Organizational Structure and Election/Removal of Leaders

Article 15

The General Assembly shall be the supreme authority of IHQF, with the following principal responsibilities:

1. Formulation of and amendment to the IHQF Statute;
2. Consideration of the work reports and financial reports;
3. Election and removal of the Chairperson, Executive Vice Chairperson and concurrent Secretary-General, Vice Chairpersons and other Members of the Executive Board;
4. Decisions on major IHQF tournaments and meetings as well as the event venues;
5. Decisions on other major matters.

Article 16

The General Assembly shall be convened only when delegates of over half of the Member Organizations are present; its decisions shall come into force only when adopted by over half of the votes cast by the Member Organizations' delegates present at the meeting.

Article 17

The term for each session of the General Assembly shall last four (4) years. Should the formation of the next General Assembly be advanced or postponed due to special circumstances, the proposed change shall be subject to approval by vote of the Executive Board before it is filed with the competent authorities for review and approval by the administration with which the organization is registered. Formation of the next General Assembly cannot be postponed by no more than one year.

Article 18 The Executive Board

The IHQF Executive Board is the executing organ of the General Assembly and shall be accountable to the General Assembly. It shall lead IHQF in performing its day-to-day tasks when the

General Assembly is not in session.

Article 19

The Executive Board shall consist of seventeen (17) members, including one (1) Chairperson, one (1) Executive Vice Chairperson with the concurrent position of Secretary-General, four (4) Vice Chairpersons and eleven (11) Executive Members.

Article 20

The responsibilities of the Executive Board shall be as follows:

- 1.Implementation of General Assembly resolutions;
- 2.Preparation for General Assembly meetings and the ability to decide on convening special sessions of the General Assembly in case of special circumstances;
- 3.Report to the General Assembly on the work and financial status of the Federation;
- 4.Decisions on the admission or expulsion of members;
- 5.Decisions on the establishment of operational bodies and specialized committees;
- 6.Decisions on the appointment or removal of principal leaders of operational bodies and specialized committees;
- 7.Exercise of leadership over operational bodies and specialized committees in performing their tasks;
- 8.Decisions on the venues of major tournaments, meetings and events when the IHQF General Assembly is not in the session;
- 9.Decisions on other important matters.

Article 21

Meetings of the IHQF Executive Board may be convened only when over half of its members are present. Such meetings shall be presided over by the Chairperson, or the Executive Vice Chairperson and concurrent Secretary-General. Its decisions may come into effect only by the affirmative positive vote of over half of the Executive Committee Board members present at the meeting. The Executive Board meeting shall be held once a year and may also be convened in special circumstances on an ad hoc basis or by means of correspondence.

Article 22 The Executive Bureau

The Executive Bureau is established by the IHQF Executive Board and shall consist of the Chairperson, the Executive Vice Chairperson and concurrent Secretary-General, two (2) Vice Chairpersons and one (1) Executive Member who shall be nominated by the Chairperson, or the Executive Vice Chairperson and concurrent Secretary-General. The term of office of the Executive Bureau shall overlap with that of the Executive Board.

Article 23

Meetings of the Executive Bureau may be held by means of video-teleconference, face-to-face talks or review via correspondence, and shall be presided over by the Chairperson, or the Executive Vice Chairperson and concurrent Secretary-General. The Executive Bureau shall convene at least one meeting a year; its decisions will take effect with adoption by over half of its members.

Article 24

The Executive Bureau shall exercise the functions and powers of the Executive Board as provided for under paragraphs 1, 2, 5, 6, 7 and 8 of Article 20 when the Executive Board is not in session and shall be accountable to the Executive Board. Decisions by the Executive Bureau on matters related to paragraphs 2, 5, 6 or 7 shall be approved by the Executive Board through deliberations before taking effect.

Article 25

IHQF Honourary President, Honourary Vice President, and Honourary Members of the Executive Board

1.The candidate for the IHQF Honourary President shall be someone who has maintained high international prestige and have made distinguishing contributions to the cause of international promotion of Health Qigong.

2.The candidate for the IHQF Honourary Vice President shall be someone who commands significant international influence, having made outstanding contributions to the cause of international promotion of Health Qigong.

3.The candidate for the Honourary Member of the Executive Board shall be someone with significant influence in his/her professional field or geographical region, having made important contributions to the cause of international promotion of Health Qigong.

4.Candidates who meet the aforementioned requirements may, with the nomination of the Executive Bureau and upon the approval of the Executive Board, assume the title of IHQF Honourary President, Honourary Vice President, or Honourary Member of the Executive Board respectively. The candidates may not hold concurrent position as IHQF Honourary President, Honourary Vice President or Honourary Members of the Executive Board, but may attend meetings of the General Assembly and of the Executive Board without the right to vote. They may have a maximum of two terms in the same position and, in special circumstances, one additional term.

Article 26

IHQF has created the Lifetime Achievement Award and the Outstanding Contributions Award. The candidate for the Lifetime Achievement Award is required to have had no fewer than eight years of experience as an IHQF Vice President or above and made outstanding achievements in the field of Health Qigong internationally. The candidate for the Outstanding Contributions Award is required to

have had the experience of serving as a member or in a higher position of the IHQF Executive Board, engaged in longstanding international promotion of Health Qigong and have made remarkable achievements or outstanding contributions in the cause of international promotion of Health Qigong. Such a candidate shall also require the recommendation of three (3) members of the Executive Board and/or those in high positions, and shall be conferred the corresponding award following endorsement by vote of the Executive Board.

Article 27

Requirements of the IHQF President, Executive Vice President and concurrent Secretary- General, and other Members of the Executive Board:

1.They shall meet the following requirements:

- a) Having considerable influence in the field of IHQF or some other field(s);
- b) Having healthy physical conditions and the ability to continue normal work;
- c) Having full civil capacity;
- d) Being free of criminal records.

2.The IHQF President shall be able to make significant contributions to the international development of Health Qigong and provide human, material and financial resources and support to IHQF on a long-term basis.

3.The concurrent position of Executive Vice President and Secretary- General shall be undertaken by a person selected and sent by IHQF's country of registration. Such a person shall act as the designated legal representative and may not serve concurrently as a legal representative of any other organization.

4.The Vice Presidents should have made significant contributions to the promotion and dissemination of Health Qigong internationally.

Article 28

The IHQF President, Executive Vice President and concurrent Secretary-General, Vice Presidents and Members of the Executive Board shall have a term of four (4) years and a maximum of two (2) terms in the same position. Should special circumstances necessitate renewal for one additional term, it shall be subject to approval by over a one-half majority affirmative votes of the member organizations' delegates present at the IHQF General Assembly meeting (while the taking of office should await report to the relevant authorities for examination, and the approval and agreement by the administration in charge of registration of organizations)

Article 29

Responsibilities of the IHQF President:

- 1.Presiding over the IHQF General Assembly, Executive Board and Executive Bureau;
- 2.Overseeing and checking the implementation of IHQF resolutions;

3. Signing important IHQF documents.

Article 30

Responsibilities of the IHQF Executive Vice President and concurrent Secretary-General:

1. Managing and handling daily business and organizing the implementation of resolutions of the General Assembly, Executive Board and Executive Bureau;
2. Coordinating the Head Office and the Specialized Committees in their work;
3. Nominating to the Executive Board candidates for the director/deputy director of the Head Office and for the chairpersons and vice chairpersons of the Specialized Committees;
4. Signing relevant IHQF documents on behalf of IHQF as entrusted by the Executive Board and presiding over the General Assembly;
5. Handling other daily matters.

Article 31

Procedures governing the running for the positions of IHQF President, Executive Vice President and concurrent Secretary-General, Vice Presidents and other Members of the Executive Board are as follows:

1. An applicant shall have the recommendation of at least five (5) IHQF Member Organizations (his/her own included) and submit the election documents to the IHQF Head Office;
2. The Head Office shall examine the applicant's eligibility and election information according to the Statute and submit its review comments to the IHQF Executive Board or Executive Bureau;
3. The Executive Board or Executive Bureau shall study and determine the candidates, and notify them to make election preparations;
4. Candidates for the IHQF President, Executive Vice President and concurrent Secretary-General, and Vice Presidents are required to make a campaign speech at the General Assembly. Those unable to be present at the General Assembly meeting really due to extraordinary circumstances must ask for a leave of absence in writing. Candidates for other Members of the Executive Board are required to submit a written campaign report.
5. Candidates who failed in the elections for the IHQF President, Executive Vice President and Secretary-General, and/or Vice Presidents may still run for the positions of Members of the Executive Board.

Article 32

IHQF establishes under it the Head Office, Techniques and Promotion Committee, Science and Health Cultivation Committee, Information and Advocacy Committee, Policy and Advisory Committee, and Marketing and Legal Affairs Committee.

1. The Head Office is a permanent operational body of IHQF with the following principal functions:
 - a) Preparation of the IHQF development plans and administrative system;

- b) Administration of daily business;
- c) Organization and coordination of various events and activities;
- d) Liaison with and coordination of the Specialized Committees in their work;
- e) Submission of work proposals to the Executive Board;
- f) Management of Member Organizations and finance, and collection of membership dues.

2. Principal functions of the Techniques and Promotion Committee:

- a) Preparation of technical criteria, administrative methods and promotion plans;
- b) Improvement of training systems and organization of various training activities;
- c) Organization of major competitions and events;
- d) Handling techniques and promotion-related proposals submitted by Member Organizations;
- e) Taking charge of brand development and promotion;
- f) Expansion of promotional areas and increase of the practitioner population.

3. Principal functions of the Science and Health Cultivation Committee:

- a) Preparation of plans for research on and development of a scientific health Cultivation culture;
- b) Organization of international exchanges and cooperation in scientific health Cultivation as well as of scientific symposia;

- c) Handling proposals on scientific health Cultivation submitted by Member Organizations;
- d) Compilation of various books and audio-visual materials;
- e) Promotion and dissemination of knowledge about the culture of scientific health Cultivation.

4. Principal functions of the Information and Advocacy Committee:

- a) Preparation of plans for public information and advocacy development as well as norms governing the dissemination of information;
- b) Maintaining brand images and public relations;
- c) Operation and administration of, inter alia, the internet and We Media;
- d) Handling advocacy proposals submitted by Member Organizations;
- e) Compilation of advocacy materials and periodicals;
- f) Organization of publicity, news coverage, information release and handling exigencies that have an impact on public opinions.

5. Principal functions of the Policy and Advisory Committee:

- a) Assisting in drawing up various development plans and administrative systems, and offering advice;
- b) Providing guidance on areas of work and making recommendations for rationalization;
- c) Research on the development direction and trend of Health Qigong;
- d) Addressing major theoretical issues and related proposals;
- e) Assisting in the establishment and improvement of related theoretical systems.

6. Principal functions of the Marketing and Legal Affairs Committee:

- a) Standardization and improvement of major rules and regulations, systems and work guidelines;
- b) Being in charge of market development and fundraising for Health Qigong development;

- c) Participation in negotiations on major events and offering advice for avoidance of legal risks and hazards;
- d) Assistance in the drafting and examination of all kinds of standardized documents to be signed with entities external to IHQF;
- e) Assisting in handling the application for, and use and protection of intellectual property rights;
- f) Handling legal matters and assisting in dealing with all kinds of disputes and conflicts.

Chapter V: Principles Governing the Management and Use of Assets

Article 33

IHQF sources of funding:

- 1.Membership dues;
- 2.Donations;
- 3.Government subsidies;
- 4.Fees collected from events and activities;
- 5.Bank interests;
- 6.Public sponsorship;
- 7.Other legitimate revenue.

Article 34

IHQF collects membership dues according to relevant regulations. The revenues shall be used for operational activities and Health Qigong development as provided for in this Statute.

Article 35

A strict financial management system shall be established to ensure the legitimacy, authenticity, accuracy and integrity of the sources of funds.

Article 36

The Head Office shall be provided with professionally qualified accountant(s) and cashier(s).

Article 37

The management of IHQF assets shall follow the financial administration rules and regulations of the country where IHQF is headquartered and be subject to the monitoring of the General Assembly and the relevant financial authorities of the country where the IHQF headquarters are based. Assets that originate from government appropriations, public donations or sponsorship shall be subject to supervision by the auditing authorities concerned, with the relevant information made public to society by appropriate means.

Article 38

IHQF shall accept the financial audit by the organization registration administration and the competent authorities before its General Assembly transits into the next term or changes its legal representative.

Article 39

IHQF assets shall not be seized, embezzled or misappropriated by any organization or individual. IHQF has the exclusive proprietary right to its logo and other intangible assets which no Member Organization or its staff is allowed to use. Every Member Organization has the responsibility and obligation to protect the IHQF logo from illegal use or infringement by adverse factors.

Chapter VI: Statute Amendment Procedures

Article 40

All amendments to the IHQF Statute shall be examined by the Executive Board before being sent to the General Assembly for adoption by vote.

Article 41

Within fifteen (15) days of its adoption by the General Assembly by vote, an amendment to the IHQF Statute shall take effect after examination and approval by the competent authorities of the country where IHQF is registered and after filing with the organization registration administration for approval.

Chapter VII: Termination Procedures and Subsequent Assets Disposal

Article 42

The IHQF Executive Board shall propose a termination motion should IHQF find the need to cancel its registration due to its own dissolution, division or merger.

Article 43

Such an IHQF termination motion shall be subject to adoption by vote of the General Assembly and reported to the competent authorities for examination and approval.

Article 44

Pending its termination, IHQF shall establish, under the guidance of the competent operational authorities and other relevant departments, a liquidation entity to liquidate financial claims and liabilities and handle the aftermath. During the liquidation period, no activity other than liquidation shall be carried out.

Article 45

IHQF is terminated upon completion of the registration cancellation procedure with the

organization registration administration of the country where IHQF is registered.

Article 46

All residual assets left after the dissolution of IHQF shall be used, according to relevant regulations and under the monitoring of the competent operational authorities and organization registration administration of the country where IHQF is registered, for the development of undertakings that are related to the IHQF objectives.

Chapter VIII: Supplementary Provisions

Article 47

This Statute was amended and adopted by vote by the General Assembly at its second session on 12 August, 2016.

Article 48

The right to interpret the Statute shall reside with the IHQF Executive Board.

Article 49

This Statute shall come into force as of the date of its examination and approval by the organization registration administration.

IHQF ELECTION GUIDELINES

(Trial Version)

1. These Election Guidelines are formulated according to the Statutes of the International Health Qigong Federation.
2. The election of a new Executive Board of the International Health Qigong Federation (hereafter referred to as “IHQF”) shall be presided over by the incumbent President or Executive Vice President and open to all delegates present at the IHQF General Assembly, with each participating member association possessing one vote.
3. The new Executive Board shall be composed of 17 members, namely, one President, one Executive Vice President who also serves as the Secretary General, four Vice Presidents and 11 Executive Members.
4. The quota of the Executive Board members shall be distributed according to the percentage of the Member Associations on each continent. Thus, there shall be one (1) for Africa, three (3) for Latin America, five (5) for Asia, five for Europe, one (1) for Oceania, and two (2) non-regional members who are outside the quota system and who shall be elected after receiving the highest votes among non-regional candidates.
5. Candidates for the Executive Board are required to complete a Self-recommendation Form (attached) which shall be submitted to the Secretariat along with his/her relevant materials two months prior to the start of election for examination and filing.

The requirements for all candidates are listed as follows:

- a. The applicant's member association has performed well in complying with the IHQF Statutes and fulfilling all the obligations;
- b. He/she is recommended by no fewer than five (5) IHQF Member Associations (his/her association included) from at least four (4) countries and/or regions in two (2) continents;
- c. His/her member association has organized or taken part in international Health Qigong exchange events at least 3 times and commands certain social recognition and influence.
- d. In addition to the above requirements, candidates for the position of the President, Executive Vice President (concurrently Secretary General) or Vice Presidents should also meet the following requirements:
 - 1) For the position as President: A candidates must have made great contributions in the international promotion and dissemination of Health Qigong; his/her organization has provided IHQF with

longstanding human, material and financial support and assistance.

2) For the position of Executive Vice President and concurrent Secretary General: A candidate must be nominated from the member association in whose country IHQF is registered.

3) For the positions of Vice Presidents: The candidates must have made major contributions in the international promotion and dissemination of Health Qigong.

6. Candidates for the President, the Executive Vice President and concurrent Secretary General and Vice Presidents are all required to make a election speech at the General Assembly, with the time of speech for candidates for the President position limited to 30 minutes while that for other candidates, 15 minutes. A candidate who is unable to be present due to extraordinary circumstances is required to submit a written request for leave of absence. Candidates for the positions of Executive Members are required to submit an election report.

7. The election of the Executive Board shall be conducted by means of secret ballot by the delegates at the General Assembly in the following order: election of the President, Executive Vice President and concurrent Secretary General, Vice Presidents and other members of the Executive Board. The election of Executive Board members results shall be counted per each continent, ranked by the number of votes garnered by each candidate. Those receiving the highest votes are duly elected. In the case of a tie, a second round of voting shall be conducted. The same procedure shall apply until the appropriate person(s) is/are duly elected.

If candidates for the President, Executive Vice President and concurrent Secretary General, and Vice Presidents failed in the elections, they may run for Members of the Executive Board.

8. At the electoral meeting of the General Assembly, two (2) ballot examiners and three (3) ballot tellers shall be nominated by the presiding officer and subject to the consent of over half of the delegates present at the meeting. The ballot examiners shall oversee the voting process and vote counting. The ballot tellers shall count and calculate the votes.

9. When the first election, i.e., that of the President is completed, the examiners shall report the result of their examination and counting of votes to the presiding officer who will in turn announce the election result.

10. From the second item of the election onward, the examiners shall report the results of their examination and counting of votes to the newly elected President who will in turn announce the election results.

11. The Executive Bureau is composed of five (5) members, namely, one (1) President, one (1) Executive Vice President and concurrent Secretary General, two (2) Vice Presidents and one (1) Executive Board Member, who are all nominated by the elected President and submitted to the Executive Board for a vote, carried by a simple majority of over half of its members.

12. Nominations of the Presidents and Vice Presidents of the Secretariat and the Specialized Boards shall be made by the elected Executive Vice President and concurrent Secretary General for submission to the Executive Board for a vote, carried with a simple majority of over half of its members.

13. These Election Guidelines shall come into force upon adoption by the Executive Board of the International Health Qigong Federation at its first meeting, with the right of interpretation enjoyed by the International Health Qigong Federation.

INTERNATIONAL HEALTH QIGONG FEDERATION

SELF-RECOMMENDATION FORM FOR EXECUTIVE COMMITTEE CANDIDATES

国际健身气功联合会执行委员会候选人自我推荐表

PART I PERSONAL INFORMATION 基本信息			
Member Association Name 会员协会名称		Years of IHQF affiliation 本协会加入 IHQF 年限	
Name 姓名		Date of birth 出生日期	
Gender 性别		Nationality 国籍	
Passport (ID) Number 护照（身份证）号码		Part-time occupation / Full-time occupation 兼职/专职	
Position at Association 会员协会中的职务		Other social positions 其他社会职务	
Address & Postal code 通信地址和邮政编码		Tel: 联系电话	
竞选职位（唯一选项） Running Position Pls Choose only ONE ☐	☐ 主席 President ☐ 常务副主席兼秘书长 Standing Vice President and Secretary General ☐ 副主席 Vice President ☐ 执行委员 Executive Committee Members		
如落选副主席（含）以上的职位，是否同意继续参加执行委员选举？ If failed on the election for president or vice president, would you like to run for Executive Committee Members?		☐ 是 Yes ☐ 否 No	
PART II DESCRIPTIVE INFORMATION 描述性信息			
Brief account of compliance with the Statutes and obligations 遵守章程、履行义务情况			
Major international events held 举办过的国际大型活动名称			
PART III ATTACHMENT (COPIES OF ORIGINAL LETTER REQUIRED) 附件（原件复印件）			
Recommendation of FIVE (5) Member Associations 5 个会员协会推荐函	(Recommendation letters attached) (内容附后)		

SIGNATURE:

本人签字:

ORGANIZATION AND BID OF IHQF EVENTS

Article 1

The International Health Qigong Federation (hereinafter referred to as IHQF) exercises administration, supervision and guidance to the competition events according to the Statutes and the relevant regulations.

Article 2

IHQF is the organizer and administrator of the International competition events and reserves the events' rights.

Article 3

Conferences, competitions and seminars and etc are the forms among IHQF competition events, such as.

3.1 IHQF Members' Congress

Congress is held every four years attended by 2 delegates from each member Association and an Extraordinary Congress could be convened when at special circumstances on the decision made by the Executive Board. Also, Congress may be held alone or meantime at the location where the events is being organized by the IHQF or its member Associations.

3.2 IHQF Executive Board meeting

The Executive Board Meeting is held once a year attended by the Executive Board active members. Also, Executive Board meeting may be held alone or meantime at the location where the events is being organized by the IHQF or its member Associations.

3.3 International Health Qigong Tournament and Exchange

International Health Qigong Tournament and Exchange are held once every two years in the odd year. IHQF Member Associations are entitled to send teams to the activities of the event with competition, training and Duan Examination.

3.4 International Health Qigong Forum

International Health Qigong Forum, which may be held alone or coincidently at the location where events organized by IHQF or its member associations, is held once every two years in odd years. IHQF shall invite the experts to the Forum and member associations are welcome to send a team or some people to the Forum.

Article 4

A written Application is required to submit to IHQF 18 months ahead of the proposed time to hold the Forum to the Executive Board. The application association shall sign the contract after being evaluated and approved by the Executive Board.

Article 5

- 5.1 Following information required with the application;
- 5.2 Name, dates, place and size of the events;
- 5.3 Approval or suggestions of the local government administration;
- 5.4 Source of funding and budget;
- 5.5 Plan of organization, security and reception;
- 5.6 Other written materials required.

Article 6

IHQF Secretariat is responsible for the overall coordination of competition and activities while the special committees are for the related business operations.

Article 7

The organizing association is responsible for preparing, operating the event under IHQF “Statutes” and “Regulations”, such as to set up an Organizing Committee, hold the agreed meetings, host technical delegates for inspection and submit written preparatory reports of the event and activities to IHQF on a regular basis.

Article 8

The event organizing association may use the logo free of charge in non-profit promotion and products making if they do not harm IHQF and further develop the intangible assets such as the logo of IHQF and etc. for commercial purpose unless approved by and sign an agreement with IHQF.

Article 9

Costs to be paid by and revenue for the event’s organizing association:

9.1 IHQF Congress

9.1.1 Costs on:

9.1.1.1 Conference communication, media coverage and publicity, local transportation, security, medical assistance, invitation of volunteers and hosting participants.

9.1.1.2 The local transportation and accommodation for members of IHQF Executive Board , 3 staffs of Secretariat as well as 2 delegates from each member association.

9.1.2. Revenue

9.1.2.1 Full revenue from advertising, sponsorship and products sales;

9.1.2.2 An appropriate subsidiary from Chinese Health Qigong Association.

9.2 IHQF Executive Board Meeting

9.2.1. Costs on:

9.2.1.1 Conference communication, local transportation, security, medical assistance and hosting Executive Board member.

9.2.1.2 The local transportation and accommodation for members of IHQF Executive Board and 2 staffs of Secretariat.

9.2.2. Revenue:

An appropriate subsidiary from Chinese Health Qigong Association.

9.3 International Health Qigong Tournament and Exchange

9.3.1 Costs on:

9.3.1.1 Tournament communication, media coverage and publicity, local transportation, security, medical assistance, invitation of volunteers and hosting participants.

9.3.1.2 Local transportation and accommodation for 5 Executive Board members, 2 from the Secretariat and Technical Committee, 1 from the each committee of the Scientific Research, Promotion and Marketing, maximum 3 trainers and 5 judges of Duan Examination.

9.3.1.3 USD 100 per diem per person to jury members, judges and trainers of Duan Examiners.

9.3.2 Revenue

9.3.2.1 Full revenue from advertising, ticketing and special products sales;

9.3.2.2 Total competition entry fee;

9.3.2.3 An appropriate subsidiary from Chinese Health Qigong Association.

9.4 International Health Qigong Science Forum

9.4.1 Costs on:

9.4.1.1 Forum communication, media coverage and publicity, local transportation, security, medical assistance, invitation of volunteers and hosting participants.

9.4.1.2 The local transportation and accommodation for 5 members of IHQF Executive Board, 2 from the Secretariat, 2 from the Scientific Research Committee and the experts.

9.4.1.3 Round-trip air ticket (economy class) of the experts from the place where they live to the place of the Forum.

9.4.1.4 USD 300 honorarium to the experts who will make a speech.

9.4.2. Revenue

9.4.2.1 Full revenue from the Forum advertising, ticketing and special Forum products sales;

9.4.2.2 An appropriate subsidiary from Chinese Health Qigong Association.

Appendix

Article 10

The IHQF reserves all the rights on hosting, instructing and supervising during and outside the event based on “Organizing and Hosting Competition Provisions of the International Health Qigong Federation”.

Article 11

It is carried at the IHQF Executive Board meeting on the 19th of August 2013 and its Secretariat reserves the right of interpretation.

PROCEDURES FOR APPLICATION TO HOST THE WORLD HEALTH QIGONG EXCHANGE & TOURNAMENT AND THE WORLD SCIENTIFIC SYMPOSIUM

The World Health Qigong Exchange and Tournament and The World Scientific Symposium (hereafter referred to as the Tournament) — a grand gathering of world Health Qigong enthusiasts — is a global event that is the largest in scale, highest in standards and strongest in professionalism in the Health Qigong circle. Along with the development of Health Qigong, an increasing number of Member Associations intend to apply for hosting the Tournament. In order to further regulate the application process to ensure its orderly conduct, these Procedures are formulated according to the Regulations of the International Health Qigong Federation on Organizing and Hosting Competitive Events.

I. Submission of Application

A member association that intends to apply for hosting the Tournament is requested to submit a written report to the International Health Qigong Federation (IHQF) three (3) months prior to its presentation of application. The application report shall mainly consist of the following:

1. The vision and general concept of hosting the Tournament

It should mainly focus on the significance of hosting this Tournament and its impact on the development of Health Qigong in the region and in the applying association, and set forth the slogan for the Tournament it is applying to host.

2. Degree of support by the government and local people

It should state the views and opinions of the local government authorities and population and specify whether they support the application to host the Tournament, how and to what extent the support is reflected and whether there is any opposition.

3. Sustainability

It should state the Tournament's projected continuing impact on the Member Association and the local area, and explain the way to sustain the Tournament's results and heritage.

4. Source of funding and budget

It should outline the budget to defray the Tournament's major expenses and the source(s) of revenue; the proposed rates of admission tickets, transportation and accommodation, and the estimated total revenue. It should also explain how to deal with the deficit or surplus, if any.

5. Tournament venue(s)

It should cover the geographical position(s) for various activities of the Tournament, the surrounding environment, the size of the venue(s), affiliated facilities and equipment, the number of chairs, the acoustic and lighting system, etc.

6. Safety, security and medical services

It should state whether dedicated security personnel and medical staff will be provided for all activities of the Tournament and the filing of related documents with the local security authorities.

7. Safety, security and medical services

It should state whether the applicant organization is able to give information on hotels with different room rates and conditions. It should provide specific information on rooms, catering, transportation and security in different hotels.

8. Transportation

It should state whether transportation service for arrivals and departures as well as transportation service to and from the hotel and activities venues are guaranteed.

9. Media publicity

It should provide information about the local TV, radio, newspapers and cyber media to be invited to cover the Tournament and introduce the publicity plan, outlining the proposed timeframe for news release, airing and/or publication.

10. Marketing

It should state the estimated revenue from business sponsorship, advertising, etc. in hosting the Tournament.

11. Other matters that need explanation

One (1) month prior to the presentation, IHQF shall confirm in writing whether the applicant association is qualified as a candidate association and IHQF shall keep the contents of the application confidential before the presentation of application. Meanwhile, the applicant association is requested to prepare well for the presentation.

II. **Presentation of Application**

The candidate associations are required to make a presentation at a meeting of the General Assembly or the Executive Committee convened one (1) year prior to the Tournament to be hosted.

1. Order of presentations

The order of presentations shall be determined in advance by a draw of lots by the applicant member associations, organized by the Secretariat.

2. Contents of presentation

The application report should be presented in line with the sequence of the required elements as outlined in these Regulations.

3. Method of presentation

The presentation shall be made in PowerPoint format in one of the working languages of the IHQ. At the end of the presentation, the presenter shall answer questions on site.

4. Time limit of presentation

The presentation by each applicant member association shall not exceed 15 minutes.

III. **Determination of Hosting Rights**

The applicant member association to be awarded the Tournament's hosting right shall be determined by voting by the Member Associations participating in a General Assembly meeting, or by voting by Executive Committee members participating in an Executive Committee meeting. The applicant member association that receives the highest number of votes is the winner. In the case of a tie, however, a second round of voting shall be conducted for the candidate associations with the highest votes in the first round. If no winner emerges after the third round, the Executive Committee or the Executive Bureau shall discuss and determine the hosting association.

IV. **Signing of Agreement**

1. Time of signature

Within seven (7) working days following the determination of the hosting member association, its legal person or legally authorized representative of the hosting association shall sign the Hosting Agreement with the International Health Qigong Federation.

2. Security deposit

During the General Assembly, the hosting member association shall hand over to the IHQF Secretariat the hosting security deposit which shall be returned to the hosting member association after successful completion of the Tournament.

REGULATIONS EVALUATION

ON INTERNATIONAL HEALTH QIGONG DUAN

(Trial Version)

Chapter I General

Article 1

The REGULATIONS are drawn up to benefit the health Qigong enthusiasts from countries and regions in the world, scientifically evaluate the technical and theoretical level of health Qigong practitioners, standardize health Qigong technical and theoretical system, strengthen health Qigong standardization construction as well as promote health Qigong international exchanges.

Article 2

People abroad practicing the health Qigong may apply for an International Health Qigong Duan.

Article 3

People applying for a health Qigong Duan would be keen on and love to practice the health Qigong in a civilized manner, build up physical conditions scientifically and attend to cultivating merits and virtues and good moral character.

Article 4

The International Health Qigong Duans are classified into categories as Pre-Duans, Duan grades and Honorary Duans:

Pre-Duans: level 1, level 2 and level 3.

Junior Duans: Duan 1, Duan 2 and Duan 3.

Intermediate Duans: Duan 4, Duan 5 and Duan 6.

Senior Duans: Duan 7, Duan 8 and Duan 9.

Honorary Intermediate Duans: Duan 4, Duan 5 and Duan 6.

Honorary Senior Duans: Duan 7, Duan 8 and Duan 9.

Article 5

Granting procedures apply the International Health Qigong Duan applications. The qualified member organizations apply to IHQF, get approved and sign the entrust agreements with IHQF, and then carry out the Duan exams and valuation. The entrusted organization transferring the rights to a

third party must be agreed by IHQF prior to doing so. Following rights limits shall be respected.

The IHQF member organizations may approve and grant the Pre-Duan levels and the Junior Duan grades.

The IHQF approves and grants the Intermediate Duan, Senior Duan and Honorary Duan.

The Duan applicant may apply from the IHQF Technical Committee If the evaluation is not available in the country or region.

Article 6

The applicant applying for an International Health Qigong Duan under 7 (including Duan 7) is requested to take part in the examination run by the organization with corresponding examination and approval rights limits. Pre-Duan level and the Junior Duan examinations are carried out by the IHQF member organizations. Intermediate Duan examinations are jointly done by the IHQF and its member organizations. Senior Duan examinations are conducted by the IHQF only.

The IHQF may authorize its rights to the units qualified to run Pre-Duan level and Junior Duan grades examinations.

Chapter II Application

Article 7

The health Qigong Duan examinations are only on theory and exercising ways techniques while the health Qigong exercising ways promoted by the IHQF apply the technical exams.

(1) The hundred-mark system is recommended in closed-book theory exams.

(2) The exercising ways technical exams are classified into five categories: A, B, C, D and E by means of on-site scoring. The evaluation is done on < Regulations for Health Qigong Competitions> approved and published by the IHQF in 2014.

Standards categories:

Grade A: 9 points higher.

Grade B: 8 points higher.

Grade C: 7 points higher.

Grade D: 6 points higher.

Grade E: 6 points lower.

Article 8

The total scores are formed by the points deducted by judges Group A (movements standards), the points given by judges group B (performance level) and the points deducted by the head judge. The attires of the Duan applicants are requested to tailor IHQF's requirements, use the specified practice equipments and strictly respect the examination venue rules.

The whole process of Duan examinations shall be video-recorded of which the Duan application in writing, electronic data and exam video-recording shall be kept original for 3 years more. The IHQF Technical Committee is entitled to have a spot –check on the exams.

Article 9

The evaluation group for the exercising ways technical exams consists of 5 members who are instructed by the IHQF Technical Committee and conferred a diploma before carrying out their duties.

The Junior Duan evaluators are the referees granted health Qigong Duan 4 higher or the international Duan C.

The Intermediate Duan evaluators are the referees granted health Qigong Duan 7 higher or the international Duan B.

The Senior Duan evaluators are the referees granted health Qigong Duan 8 higher or the international Duan A.

Article 10

Requirements for the applicants for the health Qigong Duans:

(1) Pre-Duan level 1

A graduation diploma granted at the first set of health Qigong exercising ways instruction by the member organization.

(2) Pre-Duan level 2

A graduation diploma granted at the second set of health Qigong exercising ways instruction by the member organization.

(3) Pre-Duan level 3

A graduation diploma granted at the third set of health Qigong exercising ways instruction by the member organization.

(4) Duan 1

Pre-Duan level 3 diploma granted already 2 full years' time. Results ranked Grade C at the first set of exercising ways technical exam, or 3rd prize awarded at the first set of individual exercising ways at the International Health Qigong Exchange and Tournament, or 2nd prize awarded at the first set of exercising ways at the Continental Health Qigong Tournament or at the National Health Qigong

Exchange and Tournament.

(5) Duan 2

1. Duan 1 diploma granted already a full year's time.

2. Results ranked Grade B at the first set of exercising ways technical exam, or 2rd prize awarded at the first set of individual exercising ways at the International Health Qigong Exchange and Tournament, or 1st prize awarded at the first set of exercising ways at the Continental Health Qigong Tournament or at the National Tournament.

Results ranked Grade C at the second set of exercising ways technical exam, or 3rd prize awarded at the second set of individual exercising ways at the International Health Qigong Exchange and Tournament, or 2nd prize awarded at the second set of exercising ways at the International Health Qigong Exchange and Tournament or at the National Health Qigong Exchange and Tournament.

(6) Duan 3

1. Duan 2 diploma granted already a full year's time.

2. Results ranked Grade B at the two sets of exercising ways technical exam, or 2rd prize awarded at the two sets of individual exercising ways at the International Health Qigong Exchange and Tournament, or 1st prize awarded at the two sets of exercising ways at the Continental Health Qigong Tournament or at the National Health Qigong Exchange and Tournament

Results ranked Grade C at the third set of exercising ways technical exam, or 3rd prize awarded at the third set of exercising ways at the International Health Qigong Exchange and Tournament or 2nd prize awarded at the third set of exercising ways at the International Health Qigong Exchange and Tournament or at the National Health Qigong Exchange and Tournament.

(7) Duan 4

1. Duan 3 diploma granted already full two years' time.

2. 60 points marks granted in the health Qigong Intermediate Duan theory exam.

3. Results ranked Grade A at the first set of exercising ways technical exam, or 1st prize awarded at the first set of exercising ways at the International Health Qigong Exchange and Tournament.

Results ranked Grade B at the two sets of exercising ways technical exam, or 2nd prize awarded at the two sets of individual exercising ways at the International Health Qigong Exchange and Tournament or 1st prize awarded at the two sets of exercising ways at the Continental Health Qigong Exchange and Tournament or at the National Health Qigong Exchange and Tournament.

(8) Duan 5:

1. Duan 4 diploma granted already full two years' time.

2. 70 points marks granted at the health Qigong Intermediate Duan theory exam.

3. Results ranked Grade A at the two sets of exercising ways technical exam, or 1st prize awarded at the two sets of exercising ways at the International Health Qigong Exchange and Tournament.

Results ranked Grade B at the third set of exercising ways technical exam, or 2nd prize awarded of the two sets of individual exercising ways at the International Health Qigong Exchange and Tournament or the National Health Qigong Exchange and Tournament, or 1st prize awarded of the two sets of exercising ways at the Continental Health Qigong Exchange and Tournament or at the National Health Qigong Exchange and Tournament.

(9) Duan 6

1. Duan 5 diploma granted already full two years' time.

2. 80 points marks granted in the health Qigong Intermediate Duan theory exam.

3. Results ranked Grade A at the third set of exercising ways technical exam, or 1st prize awarded at the two sets of exercising ways at the International Health Qigong Exchange and Tournament.

4. Some achievements already made in health Qigong academic research.

5. Some contributions already made to the health Qigong international popularization.

(10) Duan 7

1. Duan 6 diploma granted already full three years' time.

2. 60 points marks granted in the health Qigong Senior Duan theory exam.

3. With profound health Qigong theoretical foundation and keeping abreast of, in good time, the trend of health Qigong technical theory development.

4. Capable on independent instructions of more than 3 sets of health Qigong exercising ways, repeatedly appointed by the IHQF Technical Committee on missions to international health Qigong teaching courses or judging, displaying active attitude, judging fair and receiving good teaching effects.

5. In charge of 1 health Qigong research project completed; as the first author already published at least three health Qigong academic theses on periodicals (including "Health Qigong" magazine); or as the major author compiled in collaboration with others at least 1 health Qigong monograph or textbook.

(11) Duan 8

1. Duan 7 diploma granted already full five years' time.

2. Higher-learned on health Qigong academic field, keeping abreast of, in good time, the trend of health Qigong scientific development and making remarkable contributions to the health Qigong theory

and technical development.

3. Capable on instructions of more than 6 sets of health Qigong exercising ways, repeatedly appointed by the IHQF Technical Committee, on missions, to international health Qigong teaching courses or as chief judge at International Health Qigong Exchanges and Tournament and impressed with stronger impact in the international health Qigong circles.

4. In charge of more than 2 health Qigong research projects completed; as the first author already published at least 4 health Qigong academic theses on periodicals, or compiled more than 2 health Qigong monographs or textbooks.

5. Remarkable contributions made already on promoting health Qigong international exchanges.

(12) Duan 9

1. Duan 8 diploma granted already full seven years' time.

2. With very high prestige and outstanding contributions already made to the international health Qigong circles.

(13) A person having made outstanding contributions on promoting and popularizing the international health Qigong shall be awarded the corresponding Honorary Duan by the member organization unless approval of the IHQF.

Requirements are respected for the Honorary Duan grades:

Honorary Intermediate Duan: A social person, whose organization has more than 10,000 members, engaging in promoting and popularizing the international health Qigong for more than 5 years and having made remarkable contributions to the local health Qigong development and supported and participated in at least 3 health Qigong activities of the member organization.

Honorary Senior Duan: A social person, whose organization has more than 50,000 members, engaging in promoting and popularizing the international health Qigong for more than 10 years or an expert having made significant contributions to the international health Qigong scientific researches.

Chapter III Granting

Article 11

Those passing the health Qigong Duan theory and exercising ways technical exams as well as their academic contribution materials and applying information verified and acknowledged by the evaluators formed from IHQF and the affiliated member organization shall be granted a corresponding health Qigong Duan grade.

Article 12

Requirements respected of the Evaluation Committee for International Health Qigong Duans:

(1) The IHQF appoints the Senior Duan Evaluation Committee consisting of 7 members of them 3 being Duan 8 higher.

(2) The IHQF appoints the Intermediate Duan Evaluation Committee consisting of 5 or 7 members of them 3 being Duan 7 higher.

(3) The President of the member organization appoints the Junior Duan Evaluation Committee consisting of 5 or 7 members of them 3 being Duan 4 higher.

Article 13

Following the evaluation criteria on every Duan, the Evaluation Committee shall examine the application materials item-by-item and write the specific comments with their signatures. Later, the corresponding unit with limits of approving rights shall decide whether to agree or not.

Article 14

Requirements for applicants on submitting materials to the organization with limits of approving rights:

(1) An application in writing.

(2) An ID copy and recent full-faced two-inch photo.

(3) Duan diploma granted.

(4) Competition results certificate conferred.

(5) Examination diploma of the corresponding Duan.

(6) Academic and scientific research results as required on the corresponding Duan and the contribution materials on promoting and popularizing international health Qigong.

(7) Fees for examination and affirmation.

Chapter IV Sanctions

Article 15

The REGULATIONS < EVALUATION ON INTERNATIONAL HEALTH QIGONG DUAN 》 is the common principles to implement the International Health Qigong Duan Evaluation. The IHQF may cancel the International Health Qigong Duan Evaluation approving rights of the member organization if the circumstances occur:

(1) Interfere in the normal affairs of the IHQF and its member organizations.

- (2) Cause serious harm to the reputation of the health Qigong and the IHQF.
- (3) Unable to carry out the normal Duan evaluation due to internal contradictions.
- (4) Violate the relevant rules of the Entrust Agreement and the evaluation.
- (5) Transfer or assign the Entrust Agreement to others without the IHQF's approval.
- (6) Fail to stop timely the violating acts of its subordinate units.

Article 16

A practitioner who is already granted an International Health Qigong Duan and has committed any of the following acts shall be criticized or educated by the organization which examined and approved the Duan depending on the acts' seriousness and asks him/her to correct the wrongs and furthermore revokes the Duan title if they are too serious.

- (1) Use informal means to gain a Duan title.
- (2) Defame the reputation of the health Qigong and the IHQF.
- (3) Cause serious adverse effects when promoting and popularizing the international health Qigong.

Article 17

The organization or an individual who have signed the Agreement is entitled to explain per the sanction provisions prior to the sanctions given.

Chapter V OTHER MATTERS

Article 18

Fees requirements of examination and affirmation for International Health Qigong level or Duan:

Pre-Duan level: level 1 /USD 10., level 2/ USD 20. and level 3/ USD30.

Junior Duan: Duan 1/USD40., Duan 2/USD50.and Duan 3/USD60.

Intermediate Duan: Duan 4/USD80. Duan 5/USD100. and Duan 6/USD120.

Senior Duan: Duan 7/USD200., Duan 8/USD300. and Duan 8./USD400.

Article 19

Incomes of Duan examination and affirmation are shared between the IHQF and its member organizations on percentage in accordance with the approving limit and the Entrust Agreement and be used mostly for the International Health Qigong Duan promotion and the health Qigong development.

(1) The total Pre-Duan level examination and affirmation fees collected are fully at the disposal of the IHQF member organizations.

(2) The total Junior Duan examination and affirmation fees collected are shared 70% to the IHQF member organizations while 30% to the IHQF when the Duan examination is carried out by the IHQF, but they are shared 70% to IHQF member organization and 30% to the IHQF when the Duan examination is carried out by the IHQF member organization.

(3) The total Intermediate Duan examination and affirmation fees collected are shared 40% to the IHQF member organization while 60% to the IHQF.

(4) The total Senior Duan examination and affirmation fees are collected by the IHQF.

Article 20

Having verified, the IHQF may approve an exceptional promotion to an individual if he or she has made outstanding contributions to local health Qigong development.

Article 21

An individual already granted an International Health Qigong Duan may possibly be an evaluator for the International Health Qigong Duan examinations or given the priorities to take part in the various health Qigong competitions, instructions and etc. organized by IHQF and apply for the grades of the International Health Qigong referee and coach.

An individual already granted Duan 5 or higher is qualified and entitled to give lectures at the IHQF-designated instruction institutions.

Article 22

The application in writing, diploma, emblem and attire for the International Health Qigong Duan evaluation shall be made only by the Chinese Health Qigong Association. The member organizations are requested to purchase the diploma and emblem from the IHQF before issuing while the Duan attire are purchased optionally by the Duan applicants.

Article 23

The Regulations are subject to the interpretation of the IHQF.

Article 24

The Regulations shall come into force on the date of being made public.

Rules for the Implementation

Of the International Health Qigong Duan System

(Trial Version)

Article 1 On the basis of the International Health Qigong Duan System (hereinafter referred to as the "International Duan System"), the Rules for the Implementation of the International Health Qigong Duan System are hereby promulgated to regulate the application, examination, and review and approval procedures of the International Health Qigong Duan System, define the responsibilities and improve efficiency,

Article 2 The International Health Qigong Federation (hereinafter referred to as "IHQF") entrusts the Chinese Health Qigong Association with administering the examination and evaluation at the Pre-Duan, Junior Duan, Intermediate Duan, Advanced Duan and Honorary Duan levels.

Article 3 Other member associations that are qualified may submit an application to IHQF and may, subject the latter's approval, be authorized to conduct examination and evaluation at the Pre-Duan and Junior Duan levels.

Article 4 An examination and evaluation hosted by the Chinese Health Qigong Association may either be combined with promotional activities carried out by IHQF or the Chinese Health Qigong Association, or organized as a special event. To organize a special examination and valuation, an IHQF member organization may apply for such an examination and valuation only if the number of applicants for the Duan exam requested reaches 20 or more in one filed application and the examination and evaluation will need to be carried out inside China.

Article 5 Duan applicants must submit in a uniform manner and through their member organization, on IHQF's official website (www.ihqfo.org) one month prior to the examination, their application information as well as evaluation fees.

Article 6 The examination and evaluation organizer is responsible for reviewing the application information and providing feedback to the applying organization or individual the result of the review one week to 15 days prior to the examination.

Article 7 When taking part in the examination, the Duan applicant shall carry a confirmation page generated from his / her online application and wear Health Qigong performance or Duan exam attire.

Article 8 For each examination, a Duan applicant is restricted to applying for one technical Duan level only, starting from the First Duan before being promoted progressively as per the requirements of the International Duan System. No skipping Duan level application will be accepted.

Article 9 Those without a Duan level who meet the following requirements may apply for participation

in the examination and evaluation for any level in the Junior Duan category.

A. The applicant is a major leader of an organization which is legally registered in his / her country or region.

B. The organization has certain social influence locally and aspires for the promotion, education, teaching and training of Health Qigong in the years ahead.

C. The individual has practiced Health Qigong for over one year and his/her organization has more than 50 Health Qigong enthusiasts or practitioners.

Article 10 For each examination and evaluation, an evaluation group shall be established under the IHQF International Duan System. Members of the examination and evaluation group shall wear Health Qigong Duan attire or official attire when judging results on site.

Article 11 After combining the results of the theoretical and technical routine examinations, the evaluation group shall make a decision as to whether the applicant for Fifth Duan and under should be promoted, make an announcement and confer the appropriate Duan certificate on the spot. For an applicant for a level that is above Fifth Duan, the evaluation group shall also form on site an opinion on his/her promotion or otherwise, before submitting its recommendation to the examination and evaluation organizer for review and approval. An applicant who failed a technical routine exam shall be allowed one make-up exam on site.

Article 12 At the conclusion of the examination and evaluation, the evaluation group shall put in order in good time all the examination and evaluation materials and hand over to the examination and evaluation organizer, inter alia, the theoretical examination papers, technical examination results schedule and the Compendium Table of International Health Qigong Duan Examination and Evaluation, for review, approval and archiving.

Article 13 The examination and evaluation organizer shall publish the results of the examination on IHQF's official website within 30 business days of the conclusion of the examination and evaluation.

Article 14 In the event that a Duan Certificate (sample attached) is lost or damaged by accident, an application may be submitted to the examination and evaluation organizer for a replacement. When applying, the applicant shall submit on IHQF's official website an Application Form for Replacement of the International Health Qigong International Duan Certificate, along with a replacement administration fee of USD 20.

Article 15 The present Rules shall be implemented as of 1st August 2016, subject to interpretation by the International Health Qigong Federation.

Rules for the Implementation of Conversion

To the International Health Qigong Duan System

Article 1 Based on the International Duan System, these Rules (hereinafter referred to as the "Duan Conversion Rules") have been formulated on the basis of the International Health Qigong Duan System (hereinafter referred to as the "International Duan System") to ensure the latter's successful implementation through effective evaluation for the conversion phase of the International Duan System.

Article 2 The International Health Qigong Federation (hereinafter referred to as "IHQF") hereby authorizes the Chinese Health Qigong Association to carry out the Duan conversion examination and evaluation.

Article 3 Applicants for the Duan conversion shall be divided into three categories:

A. Category One:

Health Qigong practitioners who have been granted Health Qigong External Duan Technical Level (s) and / or Honorary Duan Level (s).

B. Category Two:

Health Qigong professionals who have been granted Chinese Health Qigong Duan Level (s).

C. Category Three:

All Health Qigong practitioners and professionals.

Article 4 Those in categories one and two may, of his/her own volition, apply for Duan conversion. An applicant is required to visit, through his/her member organization, IHQF's official website (www.ihqfo.org) to submit a Duan application form and a copy of his/her original Duan certificate before the deadline. The applicant shall be given the same level in the International Duan System when judged qualified after the review.

Article 5 Those in Category Three may apply for any of the Technical Duan Levels and Honorary Duan Levels of the International Duan System if they submit application materials according to the regulations. Applicants for Technical Duan Levels are required to take the technical routine and theoretical examinations organized by the Chinese Health Qigong Association and shall visit, through his/her member organization, IHQF's official website (www.ihqfo.org) to submit his/her Duan conversion application and the related application materials required for the Duan conversion one month prior to the start of the examination.

Article 6 The Chinese Health Qigong Association shall conduct Duan conversion examinations during the following events:

- A. The 2nd Chinese International Health Qigong Exchange and Tournament in August, 2016;
- B. The 7th World Health Qigong Exchange and Tournament (venue to be determined) in August, 2017;
- C. The 3rd Chinese International Health Qigong Exchange and Tournament in August, 2018.

Article 7 The Duan conversion technical routine examination shall cover the Health Qigong created, compiled and promoted by the Chinese Health Qigong Association. The music without oral command for routines that has been chosen after review by the Chinese Health Qigong shall be invariably played. The provisions of the Competition Rules examined and approved by the Chinese Health Qigong Association constitute the scoring criteria applied at the examination. Written questions for the theoretical examination shall be prepared by the Chinese Health Qigong Association.

Article 8 Candidates for the Duan conversion examinations are requested to wear attire that is in conformity with the provisions of the International Duan System and its Rules for Implementation, use the practice apparatus so designated and strictly comply with all rules of the examination site.

Article 9 The work related to Duan conversion shall start from 1st August, 2016 till 31st December, 2018. After the conclusion of the Duan conversion process, the International Health Qigong Duan Certificate shall be the sole Duan certificate recognized by IHQF.

Article 10 The present Rules, subject to interpretation by the International Health Qigong Federation, shall come into effect as of 1st August, 2016 and shall be annulled upon conclusion of the Duan conversion process.

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