

<u>Mandate Title:</u>	Mandates and Best Practices
<u>Mandate Number:</u>	HMKA-M1
<u>Revision:</u>	1.0
<u>Author:</u>	Brian Rainie
<u>Approver:</u>	Bob Rainie / Gary Murray
<u>Effective Date:</u>	



Objective:

This document defines Mandates and Best Practices, as defined by the Han Moo Kwan Association Board Of Directors. In both cases it defines who can create or change an existing Mandate or Best Practice, how they will be communicated, and who is responsible for verifying and enforcing them.

Background:

Clubs receive Mandates from the Board of Directors that must be implemented to remain in good standing. The Han Moo Kwan art form also comes with many traditions that have been a significant part of making the Clubs successful. They are documented as Best Practices for posterity.

Mandates and Best Practices:

The following section defines the goals of and methods used in creating and maintaining Mandates and Best Practices.

Mandate Definition:

Mandates are written as Club laws for the Clubs to follow. They are required to be verified and enforced. Clubs that choose not to follow them may lose their membership with the Han Moo Kwan Association (HMKA-M4).

Mandates are authored by members of the Board Of Directors (HMKA-M2) although any Club may propose a Mandate or Mandate change to the Board.

Mandates will be documented as one Mandate per document. The Mandate template in the Appendix herein will be used for the documentation.

Best Practice Definition:

Best practices are not Mandates. They are living documents used to describe traditions and guidelines that have worked for the Clubs in the past. They are authored by any Board Member or Club Officer, with final approval by the Board. Best practices are not enforced by the Board.

Verification:

The Board Of Directors is responsible for verifying that Clubs are following the Mandates. This is done through a periodic review with the President of each Club (typically every 2 years, or earlier if serious concerns are raised to the Board). Issues regarding style and form will be raised to the Chief Instructor directly.

Enforcement:

Any Club failing to follow the Mandates set forth by the Board Of Directors may lose its status as a Club in good standing. This may lead to revoking the right to test and promote within the Club.

Appendix A: Mandate Template

<u>Mandate Title:</u>	
<u>Mandate Number:</u>	HMKA-M#
<u>Revision:</u>	N/C
<u>Author:</u>	
<u>Approver:</u>	
<u>Effective Date:</u>	



Objective:

This section describes the Mandate to be documented herein, including its benefits to the organization and members.

Background:

This section details the background for having the Mandate and the rationale behind it. This includes its origins and relationships with other entities.

Mandate:

This section describes the specific details of the Mandate.

Verification:

This section describes how the Mandate will be implemented and verified.

Enforcement:

This section describes who is responsible for enforcing the Mandate, how it is enforced, and the potential ramifications if the Mandate is not followed.

Appendix B: Best Practice Template

Best Practice Title:		
Best Practice Number:	HMKA-B#	
Revision:	N/C	
Author:		
Approver:		
Effective Date:		

Objective:

This section describes the best practice to be documented herein, including its benefits to the organization and members.

Background:

This section details the background for having the best practice and the rationale behind it. This includes its origins and relationships with other entities.

Best Practice:

This section describes the best practice.