

<u>Mandate Title:</u>	Clubs In Good Standing
<u>Mandate Number:</u>	HMKA-M4
<u>Revision:</u>	1.0
<u>Author:</u>	Brian Rainie
<u>Approver:</u>	Bob Rainie / Gary Murray
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Objective:

The intention of this document is to outline the criteria for Clubs to be considered in “Good Standing”. The goal is to ensure that all Club Members understand what is considered to be in good standing because privileges such as testing and promotion are based on these criteria.

Background:

Formalizing the methods in which Clubs acquire and maintain their certification through the Board Of Directors is crucial to the success of the Association. There must always be sufficient documentation in place to ensure that a Club can retain its privileges to test and promote.

Mandate:

To be considered a Club in good standing, the Club President and Officers must consistently achieve the following goals:

- 1) Promote the style and form of the Han Moo Kwan Tae Kwon Do art form
- 2) Ensure all Association Mandates are followed.
- 3) Communicate to the Board Of Directors any discrepancies with the Mandates that may occur.
- 4) Maintain accurate records of attendance, testing and promotion.
- 5) Pay all Association dues (if any) within 30 days of their due dates.

Clubs in good standing are afforded the following rights and privileges:

- 1) The Club President may request assistance from the Board Of Directors in the acquisition of a Chief Instructor.
- 2) The Chief Instructor of the Club is responsible for testing and promoting Club Members.
- 3) The Club President may request Mandate changes from the Board of Directors.
- 4) The Club President and Officers may use supporting documents, graphics, and insignias supplied by the Association. This includes testing forms and promotion certificate templates.
- 5) The Han Moo Kwan association promotes the “open door” policy. Individual Club Members are given the right to submit comments, concerns, and requests for testing reviews to the Board Of Directors through the Club President and Chief Instructor.

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:

A 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. Any change in status will be communicated to the Club President immediately.

Stage 1: Loss of Status:

In situations where a Club has neglected to adhere to the rules set forth by the Board Of Directors, it will be informed of its loss of status. The Club retains its certification with the Association, but loses the rights and privileges. It may not test or promote Club Members until the issues are resolved with the Board. Responses to enquiries regarding status will indicate the Club is still an active member of the Association, but with limited privileges.

Stage 2: Loss of Certification:

The following situations may cause a Club to lose its certification and no longer be considered an active Club within the Association:

- 1) A Club closes.
- 2) A Club requests the deactivation of its certification with the Association.
- 3) Major infractions of Mandates result in the Board Of Directors revoking the Club certification.