

<u>Policy Title:</u>	Members in Good Standing
<u>Policy Number:</u>	HMKTKD-P4
<u>Revision:</u>	1.0
<u>Author:</u>	Kelly McInerney
<u>Approver:</u>	Robert Ramirez
<u>Effective Date:</u>	8 August 2005



Objective:

The intention of this document is to outline the criteria for Club Members 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 specific rights and privileges (such as testing, invitations to club events, and training) are based on these criteria.

Background:

The Han Moo Kwan Tae Kwon Do Club has experienced situations where former club members have attempted to speak for a club. Setting certain minimum requirements for Club Members, and requiring the Club to enforce them, creates an environment where this can be minimized. This policy is in-line with the Association Mandate HMKA-M3 entitled “Club Members In Good Standing”.

Policy:

To be considered a member in good standing, Club Members must consistently achieve the following goals:

- 1) Promote the style and form of the Han Moo Kwan Tae Kwon Do martial art
- 2) Have a signed Agreement of Participation form on file
- 3) Test at least once a year (Black Belt level is every 2 years).
Note: This may be waived by the Chief Instructor.
- 4) Comply with the Polices of the Han Moo Kwan Tae Kwon Do Club
- 5) Comply with the Directives given by the Chief Instructor
- 6) Attend at least 30% of the formal class sessions over a six (6)-month period
- 7) Have a signed waiver on file
- 8) Have a signed Physical Activity Readiness Questionnaire (PAR-Q) on file (updated with any health changes that would result in a change on the form)
- 9) Paid dues in full in a timely manner (approximately within two weeks of joining the Club, rejoining the Club, and the start of each semester)
- 10) Paid for gear, uniforms, events, etc. in full in a timely manner (approximately within two weeks of joining the Club, rejoining the Club, and the start of each semester)

Due to non-adherence to the above requirements, Club Members may lose status as a member of good standing. Depending on the reason dictates the actions the Club Member must take to regain his/her status as described below:

1. Short period of absence (less than 2 months)
 - a. If absence was due to injury, physician's approval may be required
 - b. Dues are paid up in full
 - c. PAR-Q is up to date
2. Extended absence (greater than 2 months)
 - a. Report to Club President and Chief Instructor intention of return
 - b. If absence was due to injury, physician's approval may be required
 - c. Dues are paid up in full
 - d. PAR-Q is up to date
 - e. Meet any other requirements levied by the Club President or Chief Instructor
3. Requested to leave
 - a. Request a meeting with the Club President and Chief Instructor
 - b. Agree to terms of return as dictated by the Club President and Chief Instructor
 - c. Dues are paid up in full
 - d. PAR-Q is up to date

Club Members who remain in good standing are offered the following privileges:

- 1) They are eligible to test given they meet the other testing criteria defined in HMKTKD-P6
- 2) They are eligible to participate in the promotion process given they meet the other criteria defined in HMKTKD-P6
- 3) They have the right to approach the Chief Instructor and request him/her to have the Board Of Directors review a test
- 4) They have the right to petition the Board Of Directors, through the Club President and Chief Instructor, to request Mandate changes, provide clarification, address concerns, etc
- 5) They have the right to petition the Club Officers to request Policy changes, provide clarification, address concerns, etc
- 6) They have the right to petition the Chief Instructor to request Directive changes, provide clarification, address concerns, etc
- 7) They have the right the run for office and hold a Club Officer position in the Club given they meet the other officer candidate eligibility defined in HMKTKD-P3
- 8) They have the right to vote in elections for Club Officers

Verification:

Club Officers and the Chief Instructor are responsible for ensuring a member is in good standing. Secretary/Treasurer is responsible for tracking finances, waivers, Agreement of Participation forms, PAR-Q forms and letting the Club President know any members who are delinquent. Secretary/Treasurer shall also track testing record and attendance and report to the Club President the information at least two weeks prior to testing or any event.

The Chief Instructor is responsible for verifying members are following his/her Directives and notify the Club President if any Club Member is not following them.

The Club President is responsible for verifying Club Members are following Club Policies. The Club President has ultimately responsibility to ensure Club Members are in good standing.

Enforcement:

Club Members who are not considered in good standing will not be allowed to test, may lose privileges to attend events sponsored by the Club, may lose privileges to train in the Club, or attend classes.

The Club President will inform any club member if they have lost status as a member in good standing. The member will be informed verbally as well as in a written letter. If any Club Member is requested to leave the Club, the Club President will also inform the Chief Instructor, the Board Of Directors, and make a public announcement verbally and in writing to the Club.

All formal letters sent to Club Members who have lost their status as a member in good standing will be maintained in a binder in the Club Library.