

<u>Policy Title:</u>	Club Officer Elections/Eligibility
<u>Policy Number:</u>	HMKTKD-P3
<u>Revision:</u>	1.1
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<u>Effective Date:</u>	8 August 2005



Objective:

The intention of this document is to outline the timeline, eligibility requirements, and process for electing Club Officers in the Han Moo Kwan Tae Kwon Do Club.

Background:

Club Officers from the beginning have been essential in running and building the Han Moo Kwan Tae Kwon Do Club. The Club Officers are the liaisons with the corporate sponsor, Han Moo Kwan Association Board Of Directors and the community. They are the forerunners in promoting and ensuring longevity of the Han Moo Kwan Tae Kwon Do Club and art form. An election process is key to maintaining Club Officers and continuing the smooth running of the Club. A documented election process is also required by the Association Mandate HMKA-M5 entitled “Required Documentation For Clubs”. Additional eligibility requirements are also stated in the corporate sponsor document “How to develop a LM Club”

Policy:

Election Timeline

- Per the Association Mandate HMKA-M3 entitled “Club Staffing Requirements”, elections will be scheduled and held at least every two years
- The office of the Club President must be filled at all times. If the Club President office becomes vacant, for any reason, it must be filled immediately with at least an acting Club President
- If other Club Officers positions becomes vacant, the Club President will set up an election in the timeframes stated below:
 - Within two months, if the officer resigned from their position or they have had no contact with the club during the two month timeframe
 - Within 6 months of absence, with prior approval from the Club President
- Club President will announce upcoming elections, allowing a minimum of two weeks for volunteers to consider running for office

Officer Candidate Eligibility:

- No officer candidate can hold more than one officer position at the same time
- No officer candidate can also hold the position of Board Of Director at the same time
- No officer candidate can also hold the position of Chief Instructor at the same time
- An officer candidate must be considered a Member in Good Standing (HMKTKD-P4)
- An officer candidate must be a Lockheed Martin employee, a Lockheed Martin retiree, or a Lockheed Martin employee spouse/dependent per corporate document “How to develop a LM Club”. In addition, per same document, two (2) of the Club Officers must be active Lockheed Martin employees. Others may be retirees or spouses/dependents.
- No term limits exist for Club Officers

Election Process:

- Club President will schedule the Club Officer’s election
- Club President will request volunteers for Club Officers positions
- Club President will hold a vote (by ballot if multiple candidates or by hand vote for concurrence if only one candidate volunteers)

Transition:

- Club President will announce the selected candidate within one week of election, informing club members, the Board Of Directors, and the corporate sponsor.
- Incoming officer will take office within two weeks of the announcement
- Outgoing officer will turn over any formal club documents (e.g., vendor contacts, corporate sponsor contacts, financial statements, etc.) to incoming candidate and discuss responsibilities within two weeks of the announcement

Verification:

The Club President is responsible for ensuring elections are held per policy.

Enforcement:

If the Club does not following policy of holding elections, it may lose its certification with the Association as defined in the Association Mandate HMKA-M3 entitled “Clubs in Good Standing”

Revision History:

In Revision 1.1, this policy was updated to align with the Lockheed Martin policy that club officers can also be a Lockheed Martin employee spouse or dependent.