



Date Approved:
04-Mar-2023

Executive Committee – Terms of Reference

As identified in the Associations Bylaws Articles V. & VI. with additional specifics.
Bolded text indicates Bylaw Requirement

Purpose:

- a) **To facilitate the business of the Edmonton Ultimate Players Association.**

Responsibilities:

The responsibilities of the Committee include, but are not limited to those listed below:

- **The Executive Committee shall report to the Board of Directors**
- **The Executive Committee may act at any time in relation to any matter of any nature within the power and authority of the Board of Directors that requires attention before the date of the next meeting of the Board. Such action shall not involve any change of policy.**
- **The Executive Committee has authority to rule on any issue or circumstance not covered in the Association’s Bylaws.**
- Propose an annual budget for Committee activities. The budget submission is due no later than September 15th of each year.
- Upon approval of the annual budget, provide the EUPA Board of Directors with a detailed breakdown of the Committee’s financial activities.
- The Executive Committee shall assist the Staff Committee in overseeing hired staff as requested and shall be involved in finalizing candidates for staff positions and termination of staff.

Resources:

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the Committee.

The Executive Committee has authority to expend up to \$500 dollars for one time events not previously allocated in the Association’s annual budget. Such expenses are to be ratified at the next regularly called meeting of the Board.

All requests for use of EUPA equipment required for specific projects, programs or general Committee operations, should be presented to the EUPA Administrator for review and coordination of delivery.

Any new procurements outside of existing EUPA/Committee Resources (i.e. allocated budget) shall be brought to the EUPA Board for approval.

The Committee may engage EUPA staff for its operations. Requests for staff support shall be coordinated with the Staff Committee, unless otherwise outlined under committee roles.

The Committee may require volunteers for its operations. EUPA will assist with finding volunteers from their general membership and other volunteer resources.

The Committee may engage contractors on an as needed basis, as long as the expenditure is part of the Committee's budgetary process.

Composition:

The Executive Committee shall be composed of the appointed officers as defined in Section 6.01 of the EUPA Bylaws, together with the Executive Director, who shall be a member of the Executive Committee by the right of office but without voting privileges.

Committee Chair:

- The Committee Chair will be the current elected President of the Board of Directors over the duration of their term.

Committee Members:

- The current elected Vice President, Treasurer and Secretary of the Board of Directors over the duration of their terms.
- The current Executive Director of EUPA over the duration of their appointment. The Executive Director will have no voting privileges.
- All Committee Members must be members of good standing with EUPA.

Committee Roles:

Committee Chair:

- Report to the EUPA Board of Directors on Committee work.
- Schedule and chair all meetings or assign this responsibility to a delegate.
- Provide leadership and direction to the Committee, and ensure the Committee is kept on track for all goals they have set for themselves.
- Monitor Committee funds, as allocated by the EUPA Board of Directors.
- Monitor tasks for execution by EUPA Staff and Committee Members.
- Monitor and respond to emails in a timely manner.
- The Committee Chair should also perform the same duties as Members at Large.

Members at Large:

- Significantly contribute to the planning and execution of all Committee initiatives.
- Stay up to date on progress of all Committee work
- It is required that each Committee Member attend scheduled Committee meetings to the best of their ability.

Voting:

All Committee decisions must be made collaboratively and follow the framework of EUPA's Rules of Order. **Quorum for the transaction of business for any decision by the Executive Committee is more than half of the committee members** (minimum 3 of 4 members). **Each member of the executive committee shall have one (1) vote** unless they are in a position that is specifically categorized as non-voting. **In the case of equality of votes, the President shall have a second or casting vote.**

Resignation and Removal:

A member of the Executive Committee may resign by delivering a notice in writing to that effect to the Board of Directors and the Board may fill the vacancy so created.

The members of the Association may remove any member of the Executive Committee by a resolution passed by a majority of such members at a meeting call for such a purpose, and the members may then fill the vacancy so created.

A member of the Executive Committee may be removed from the Executive Committee by a resolution passed by a majority of the Board of Directors at a meeting called for such purpose, and the Board of Directors may then fill the vacancy, which is so created.

Any director who ceases for any reason to be a director shall, immediately upon ceasing to be a director, also cease to be a member of the Executive Committee and all other committees of directors.

Meetings:

Meetings will take place as required, with a minimum of once per quarter.

Committee Members will be provided with a minimum of one week's notice before all meetings. Circumstances permitting, meetings will take place in person; attendance via electronic methods will also be accepted.

The meeting agenda will be prepared by the Committee Chair and shared with all Committee Members through Google Docs or email at least 3 business days prior to the meeting.

Additional Committee discussions, outside of meetings, may occur through email, or other online communication (e.g. Slack). Committee decisions, outside of meetings, shall be completed according to the details outlined under the section 'Voting' and documented through email, saved to the google drive or added as an agenda item at the next Committee meeting, to ensure all Committee Members are kept up to date with Committee work and discussion.

Records and Reporting:

The Committee meeting minutes will be recorded by a Member of the Committee and will be saved in the Meeting Minutes folder on the Google Drive, available to all Committee Members and EUPA staff following the meeting through Google Docs.

The Committee Chair or a designated representative of the Committee will provide a report to the Board at the EUPA board meetings.

Related policies / Bylaws:

The Committee will ensure all goals and work are aligned with EUPA's Strategic Plan with a specific focus on Governance.

Review: The Committee's Terms of Reference will be reviewed by the Committee and approved by the Board annually at the March meeting of the Board of Directors. **Next review: February 28, 2024.**