
EXECUTIVE COMMITTEE (EC) - Committee of Council

Approving Authority: Council

Date Approved: 24 & 25 September 2020 (22nd Council Meeting)

Review Date: September 2023

1. Overview

Article 13.1: Executive Committee of the Council

The Executive Committee shall;

- (i) serve as an advisory body to the Council;
- (ii) exercise general oversight of the USPSA Federal Office; Governance and Policy matters; Strategic planning; and such other responsibilities as the Council determines from time to time;
- (iii) Prepare a report in particular on matters pertaining to its responsibilities provided in 13.1(b)(ii) herein, which report is to be compiled by the Secretary General; -
- (iv) meet at least twice a semester either face to face or online

2. Objective

To act on behalf of the Council and provide continuity in between the two scheduled meetings of the Council per year.

3. Membership

Article 13.1 (a): The Executive Committee shall comprise: Chairperson as Chair, the Co-opted members, the Deputy Chairperson, Secretary General, and a Member at Large

4. Duties and Responsibilities

If decisions are required for the governance of the Association outside the scope of the delegations by the Council, the Executive Committee may act on behalf of the Council but must immediately report the matter to members of the Council.

General Delegations

Duties and responsibilities conferred by the Association Council to the Executive Committee approved at its meeting on 24 September 2020 (22nd Meeting of the Council).

The following powers, duties and functions under Article 6.1.9 (6.1.9 Delegate powers, duties and roles) are delegated to the Executive Committee, subject to any specific restrictions that the Council may from time to time prescribe.

- a. Appointment of Associations Auditor
- b. Approve expenses that are outside of the approved annual budget for the Federal Office not exceeding F\$20,000.00 upon receiving a proposal from the office for the expense.
- c. On the recommendation of the Finance Committee, approve investment of funds to firms.
- d. On the recommendation of the Policy Committee, approve internal policies for operations of the Federal Office
- e. Approve staff development/ part-time study applications sponsored by Federal Office for its employees.
- f. Facilitate the process for the appointment of Secretary General and make recommendation, through report, to the council for such an appointment.
- g. Act as the Disciplinary Appeals committee under Article 20 of the Constitution. (EC will be secretariat – constituents drawn outside USPSA)
- h. On the recommendation of the Finance Committee, endorse supplementary budgets for branches when required.
- i. Approve annual increments and other benefits of Federal Office employees based on staff appraisal reports.
- j. Endorse USPSA report to the USP Council and Senate.
- k. Where the USPSA Constitution or by-laws of the association are silent on any matter, the Executive Committee makes a decision. ¹

Notes:

1. This delegation does not prevent the Council from time to time adding to, reducing or amending these delegations (including making any delegation subject to any express conditions) provided such changes are duly recorded by the Council.

¹ This power was delegated to the EC via special resolution (SR – 01/22) of council on the 25 of September 2020 (22nd Council Meeting)

Procedures

- a) Advice: Any member of the Executive Committee may request at a meeting of the Executive Committee that the Chair obtain independent, expert advice on a matter which is on, or arises from any item of the agenda. Normally, such an advice will come from the co-opted members of the Council. The co-opted members should decline to provide such an advice if a conflict of interest arises, in this scenario EC can look at alternative advice.
- b) If so requested and the Executive Committee agrees, the Chair will obtain the advice sought and communicate its contents to the Executive Committee. The advice will be tabled at the next meeting of the Executive Committee (to be dealt with as a matter arising). The Chair may request that all copies of any tabled written advice be collected prior to conclusion of the meeting and if so requested, all members of the Executive Committee will comply with the request.
- c) If any Executive Committee member requests further or confirmatory advice, the Chair will only obtain that advice if a majority of members present at the meeting agree to the advice being obtained.
- d) Any additional advice obtained under paragraph (c) above will be dealt with as provided under paragraph (b) above.
- e) If a member of the Executive Committee wishes to raise in a meeting of the Executive Committee a matter which has already been resolved by either Council or the Executive Committee, the Chair will seek approval from a majority of members present at the meeting, to include the item in the meeting agenda under the “General matters” section of the meeting’s business. A decision of the Executive Committee will not be revisited unless two thirds of the members in attendance, agree.

5. Meetings and Secretarial

Article 13.1 (iv) The Executive Committee

The Executive Committee shall meet at least twice a semester either face to face or online.

The Executive Committee may be convened at the request of the Chair following consultation with the Secretary General.

Quorum

A quorum for all meetings of the Executive Committee shall be half of the current members of the Executive Committee.

Secretary

The Secretary to Council will provide secretariat services to the Executive Committee.

6. Confidentiality

All matters discussed by the Executive Committee are confidential and shall not be divulged to any third party without the approval of the Committee at the relevant meeting or the written approval of the Chair after the meeting.

7. Conflict of Interest

Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting. Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.