

American Chiropractic Association Sports Council's



Policy and Procedures Operations Manual

(Updated 06/2016)

Mission Statement:

The purpose of the Policy and Procedures Operations Manual is to allow for policies and procedures to be available to ACASC members and future ACASC members. The information provided is to help keep the organization consistent and allow for efficiency within positional duties. The intentions are not to create one way of doing things, but to provide the tools to maintain the expanding information of the organization's council.

Table of Contents:

I. Preamble

II. Duties of ACASC President

III. Duties of ACASC 1st Vice President

IV. Duties of ACASC 2nd Vice President

V. Duties of ACASC Past President

VI. Duties of ACASC Secretary/Social Media

VII. Duties of ACASC Treasurer

VIII. Duties of ACASC Student ExCo President

IX. Duties of ACASC ACA Board Liaison

X. Duties of ACASC Faculty Advisor

XI. Duties of ACASC Presidential Advisor

XI. Appendix

Preamble

This Policy and Procedure Manual is an interpretation of the bylaws of the ACASC. This Manual requires a two-thirds majority of the Executive Committee (ExCo) to amend.

I. Order of Business: This order of business will be adhered to in all regular and called meetings of the Executive Committee and at the Annual General Meeting (AGM).

a. Call to Order

b. Roll Call

c. Approval of the Agenda

d. Approval of Minutes

e. Approval of Financial Statements

f. Approval of Budget

g. Ratification of Presidential Appointments

h. Reports of Officers

i. Reports of Committees

j. Unfinished Business

k. New Business

l. Good of the Order

m. Elections

n. Installation

o. Announcement of Next Meeting

p. Adjournment

II. Reports

a. Each Officer and Committee Chairperson will present a report for every monthly meeting. The report can be presented in person or in writing.

b. Each Officer and Committee Chairperson will provide a report for the AGM, either in person or in writing.

c. If reports are in writing and not in person, the report is to be sent to the Secretary no later than one (1) week before the meeting.

III. Expenses. Individuals who are required to attend meetings or act on other official business of the ACASC authorized by the Executive Committee will be reimbursed based on the following:

a. The actual cost of an economy class air fare not to exceed the price of a thirty (30) day advance purchase ticket requiring a Saturday night stay (when appropriate), unless approved in advance by the Executive Committee. The Executive Committee may elect to place a cap on airfare cost based upon the ACASC's financial position.

b. The actual cost of transportation to and from airports.

c. The actual cost of baggage fees.

d. Mileage for use of personal vehicles at the Internal Revenue Service (IRS) rate per mile and associated parking and toll fees, not to exceed plane fare per A.

e. The actual cost of the accommodations, based on double occupancy.

f. If an Executive Committee member chooses to have a single room for any reason, that member shall then pay for the other 50% cost of the accommodations. However, if this also then forces another Executive Committee member to need a single room, the member will be required to pay for the entire cost of their accommodations.

g. Meal reimbursement is subject to prior approval by the Executive Committee. Daily reimbursement is not to exceed \$100 per day per person. Alcoholic beverages will not be reimbursed.

h. For meal reimbursement not associated with a pre-approved event, the individual will be required to submit a written report of the business transacted during the meal. This report is to be submitted to the Executive Committee within one week of the meeting.

i. For attendance at conferences and symposiums of other organizations, the attendee will be responsible for CEU costs. If registration fee is required for the event, it must be included in the submitted budget and/or approved by the Executive Committee.

j. All reimbursements for expenses require submission of an ACASC Expense Report and all original receipts.

k. The Expense Report and all receipts are to be submitted together to the Treasurer no later than 30 days after the event is completed.

l. Any receipts submitted after 30 days will require approval of the Executive Committee for reimbursement.

m. The Treasurer will submit their Expense Report and receipts to the President for approval and reimbursement within 30 days.

IV. Dues

a. Membership dues shall be determined by the Executive Committee by a two-thirds vote

b. Annual dues shall be \$150 for Regular Membership

c. Membership in the ACA is required for ACA Sports Council membership.

V. Committees: Standing and special committees shall be appointed by the ACASC President and ratified by the Executive Committee. All Committees shall consist of no less than three (3) members. Committee members shall be appointed and ratified with each administration. If this occurs via email, the final ratifications will be entered into the next Executive Committee meeting's minutes. The chair of a committee must be a member of the Executive Committee.

a. Standing Committees:

i. Convention Committee

ii. Membership Committee

iii. Finance Committee

- iv. Education Committee
- v. Ethics Committee
- vi. Nominating Committee
- vii. Bylaws Committee
- viii. Gavel Club Committee
- ix. Social Network Committee
- x. Social Committee
- xi. Awards Committee
- xii. Sports Talk Committee
- xiii. Chiropractic Sports Network (CSN) Committee
- xiv. Public Relations Committee
- xv. Faculty Advisors Committee

b. Committee Chairs: All Committee Chairs must present a written report a minimum of biannually, to coincide with the mid-year meeting and the AGM. Reports may be requested more frequently as determined by the President.

Committee chairs will notify the President of committee member inactivity, which includes but is not limited to: missing meetings, lack of communication. The President will have the authority to recommend removal of committee members.

Committee chairs shall keep attendance and minutes for all committee meetings, including phone meetings, and shall submit these within their reports to the ExCo.

c. Inactive Committees: Committees listed in the Policy and Procedure Manual that are not active, may be inactivated by majority vote of the Executive Committee.

VI. Symposium fees

a. Hall of Fame (HOF) members will receive free Symposium attendance. If the HOF member requires documentation of CEU's, the doctor will be responsible for that cost.

b. Past Presidents will receive a 50% discount on Symposium attendance fees. If the doctor requires documentation of CEUs, they will be responsible for that cost.

c. The current ACASC President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Student President, and Presidential Advisor(s) will receive free Symposium attendance. Other ExCo members, such as Faculty Advisor and ACA Liaison, may have Symposium registration comped with ExCo approval.

VII. New Members: All new members will receive a PDF created by our web site master that offers instructions on how to register their information on the ACASC web site.

VIII. Mailing Lists: The ACASC membership mailing lists will be available for purchase by vendors for one time use only. The cost for this service will be \$200. The vendor must provide the information that will be sent to the membership for review and approval by the Executive Committee. Once the material is approved and the payment is received and has cleared the ACASC account, the mailing will be sent by the Secretary for distribution.

IX. Website: The website will be reviewed quarterly by the Secretary, comparing the list of members to the website. All non ACASC members will be removed from the web site. This list of names will be sent to the 1st VP to be contacted at an attempt to renew their membership.

X. Credentialing for Sponsored Sporting Events: Only current ACASC members will be considered for ACASC sponsored sporting event coverage. CCSP, ICSSD, DACBSP or Masters in Sports Medicine certification will be required to be a primary treating chiropractor at these events. Doctors who do not meet these qualifications may still be chosen to participate in an observational/mentorship role. Students may also apply for events and may be chosen for mentorship and/or secretarial roles.

XI. Executive Session: Executive session of the Executive Committee may be called by the President, to address issues involving privileged information and matters of a private nature. As a result, members, and those outside of the Executive Committee, do not have the right to attend executive sessions. Non-Executive Committee members may be allowed to be included by majority vote of the Executive Committee. This meeting may be held in-person, by teleconference, or by email if marked CONFIDENTIAL in correspondence. An agenda is required for this meeting. Minutes will be taken, only to note motion that is necessary to enter and exit executive session, and may include brief statement of the decision made during the session. All discussion during Executive Session must remain confidential. Executive Committee members who violate the confidential nature of information gained in Executive Session are subject to censure and personal liability for their behavior. Executive Session may be called for, but not limited to, the following reasons:

a. Awards, including HOF and Sports Chiropractor of the Year induction

b. litigation

c. disciplinary action

d. ethics complaints

XII. Hall of Fame Nomination and Induction:

Policy:

It is the policy of the ACA Sports Council (ACASC) to establish the ACA Sports Council Hall of Fame. This is the highest honor that can be given to a sports chiropractor. Therefore, careful consideration must be given before inducting a new member to the ACA Sports Council Hall of Fame. The Hall of Fame (HOF) members inducted should be widely recognized in the profession having provided significant contributions to the profession. He/she should have impeccable character. Great care should also be taken to induct sports chiropractors who have brought respect and honor upon the profession as this is a recognition of a lifetime achievement.

Procedures:

1. The Hall of Fame award is not anticipated to be given annually due to the extraordinary nature of the accomplishments required to be inducted.
2. Only one inductee can be selected in any given year.
3. Criteria for selection:
 - a. On-going outstanding service to the profession and the ACASC and accomplishments in sports chiropractic
 - b. Providing exemplary sports chiropractic service to athletes not for personal financial gain but for the betterment of patients in the profession.
 - c. Teaching at the collegiate level or publishing sports chiropractic related chapters in textbooks or research in recognized journals.
 - d. Selfless dedication to the betterment of the profession and to the athletes they serve.
 - e. At least 10 years minimum experience in the practice of sports chiropractic.
4. The ACASC Executive Committee (ExCo) shall serve as the nominating committee for the ACA Sports Chiropractic Hall of Fame.
5. A majority vote of the ACASC ExCo is required to advance nomination(s) to the HOF members.
6. The nomination(s) submitted to the HOF must include a description of how the nominee(s) meet the criteria listed in this policy as well as curriculum vitae and/or Bio of the nominee(s).
7. The ExCo and Hall of Fame members should take great care in not alerting those being considered for nomination.
8. Anyone in the sports chiropractic profession can suggest nominee(s) to the ACASC ExCo.
9. All nominees' names and materials must be forwarded directly to each Hall of Fame members 6 months before the annual symposium. The members shall have 30 days to discuss the

nomination(s). There must be a HOF member unanimous vote for the nominee, by all HOF members responding within the 30 days allotted.

10. The ACASC ExCo shall then be informed of the HOF's decision. The ACASC ExCo shall contact the recipient's family. It is expected that the inductee not be informed of his/her selection.
11. Should a nominee be selected, he/she shall be inducted into the Hall of Fame at the upcoming annual symposium award ceremony.
12. The newest member of the HOF shall have the Hall of Fame shall have the rresponsibility of overseeing the collection of congratulatory letters and other items of significance for the new inductee's ceremony.
13. Any changes to this policy and procedures require a majority vote of the ACASC ExCo and unanimous vote of the HOF members.

XIII. The International Federation of Sports Chiropractic (FICS) Membership and Dues: FICS is comprised of national chiropractic sports councils and individual members, and has affiliations with international organizations within the chiropractic profession and the world of sports. The vision of FICS is "empowering athletes to maximal performance...naturally". The ACA Sports Council is a member of FICS and is recognized as the National Chiropractic Sports Council (NCSC) of the U.S.A. FICS dues for membership are paid for by the ACASC on behalf of our members. It is the responsibility of the ACASC to submit an accurate roster to FICS to determine members on the FICS roster. This roster shall be submitted in January to FICS and will be used to determine amount owed for Dues for membership. These dues shall be paid by the ACASC Treasurer upon receipt.

As a member of FICS, the ACASC has representation at the biennial General Assembly. It is encouraged that the NCSC presidents attend this meeting. If a vote is brought before the members of FICS, it will be taken at the General Assembly, with votes weighted for NCSCs based on size of NCSC. Contact the current U.S. Representative to FICS to determine the amount of votes the ACASC currently holds. In addition, a meeting of NCSC presidents occurs at the General Assembly and annual meeting.

The U.S. Territory of Puerto Rico falls under U.S. representation according to current FICS statutes. At the NCSC Presidents Meeting in Athens 2015, it was determined they are more aligned with representation by the Latin American Representative. However, if there is a vote at General Assembly, Puerto Rico shall fall under the NCSC of the United States. The ACASC will involve the President of the NCSC of Puerto Rico in conversation for input regarding any issue necessary for voting, but the vote will be cast by the ACASC at General Assembly.

XIV. FICS U.S Representative Appointment: The FICS Executive Council consists of 13 members – 9 regional representatives and 4 members at-large. The North American Region is represented by two representatives – one from the U.S. and one from Canada. To be eligible to be nominated and serve on the FICS Executive Council as a regional representative, a candidate must be an individual member in good-standing of a NCSC ordinary member. NCSCs are sent notice of elections together with a nomination form. It is the responsibility of the current U. S. Representative to inform the ACASC on the proper timeline for administration of the election. Upon notification

of election, the ACASC will ask current members for “expressions of interest”. A timeline, job description and list of requirements for nomination will be included. Requirements for consideration of this appointment shall include:

- member of ACASC in good standing
- current ICSSD
- CV submission-to include international Games experience
- short (one) paragraph narrative on why the candidate would like the position
- valid passport

Job description for the Representative appointment shall include:

- member in good standing
- able & willing to attend FICS annual meeting at international location in person
- able & willing to attend FICS conference calls as set forth by the FICS president and/or executive secretary
- able & willing to attend the ACASC annual symposium for verbal report at AGM

All candidates submitting proper required documents prior to the deadline will be vetted by the ACASC Executive Committee and considered for appointment to the position of U. S. Representative. The appointment shall be made by two-thirds vote of the ACASC Executive Committee. The ACASC President will notify the current U. S. Representative of the chosen candidate, and the U.S. Representative will notify FICS prior to the election deadline of December 31. FICS office will issue election results on January 15. According to FICS Procedure, newly elected Executive Council members are treated as members from January 15, but take up their positions officially at the time of the next Assembly.

XV. Communication: All communication regarding the ACASC will be distributed through the President and/or Secretary. If any Executive Committee member is approached by the media, or any other organization, with regards to ACASC policy, procedure or decisions, they will be directed to the President.

II. Duties of the ACASC President

I. Meetings (conference calls)

- a. Preside over the meeting
- b. Begin the meeting
- c. Confirm attendance of Executive Committee members

d. Set/develop the agenda

i. Ask group to approve the agenda

e. Facilitate discussions

i. Once a motion has been seconded and the President wants to participate in the discussion, they should turn over the issue to the First VP to facilitate until the discussion is over. The vote can then be called.

f. Call for votes

II. Attend ACA HOD Meetings

III. Attend other ACA meetings as required (communicate with the ACA and ACASC ACA Liaison as the ACASC Representative)

IV. Represent the ACASC at other meeting / events as approved by the ExCo if necessary

V. Appoint Committee members

VI. Submit Committee members for Executive Committee approval

VII. Supervise all committees

VIII. Appoint ExCo officers if needed

IX. Represent the ACASC to the public and other professional organizations

X. Appoint Presidential Advisors

XI. Submit a report at each Executive Committee monthly meeting and AGM

XII. Submit reports to ACA as needed

XIII. Attend all ExCo monthly and AGM meetings

XIV. Vote on all motions presented

XV. Maintain an updated file (flash drive) to be presented to the incoming officer at the end of the term

XVI. Check in with/mentor the ACASC Student ExCo President

III. Duties of the ACASC First Vice-President

I. Fill in for the President as necessary

II. Chair and preside over the Membership Committee

a. Receive and verify monthly membership ACA on the 15th of each month

b. Follow up with the ACA if list not received by the 15th of each month

c. Receive a weekly ACA new member report from the ACASC President

d. Send Email or letter from 1st VP to new ACA member welcoming them to the ACA and inviting them to join the ACASC

e. Review membership list and correct errors and omissions

f. Verify category of membership with proper documentation

i. Faculty

ii. Military

iii. Disabled etc.

g. Contact dropped and failed payment members for reactivation

i. Utilize the student 1st Vice President to help with the recent graduates to enquire why they have dropped membership

III. Address membership concerns

IV. Chair and Preside over Public Relations Committee

V. Work with Convention/Symposium Committee for pre and post Symposium needs

a. Draft and release media releases as necessary

b. Edit documents

VI. Chair and Preside over Chiropractic Sports Network (CSN) Committee

a. Maintain list of state coordinators

a. Find DC Coordinator for each State

b. Assist Coordinators with events in their state

c. Women's Golf Network

d. Submit a monthly report at each Executive Committee monthly meeting and AGM

VII. Attend monthly ExCo meeting and AGM

VIII. Vote on all motions presented

IX. Maintain an updated file (flash drive) to be presented to the incoming officer at the end of the term.

XVI. Check in with/mentor the ACASC Student ExCo 1st VP

IV. Duties of the ACASC Second Vice-President

I. Fills in for the President if 1st VP is not available

II. Serves as chairperson of the Convention Committee

i. To secure date/location of symposium

ii. Determine content of symposium

☒☒ Formulate topics of interest for symposium

☒☒ *Obtain speakers and get sponsors for speakers to offset cost of symposium*

☒☒ *Get Chiropractic College to provide continuing education credits*

- Negotiate expenses with college
- Have college promote symposium in all eblast/newsletters/calendars

iii. Obtain vendors/speakers

iv. Negotiate Hotel/Vendor contracts

v. Market Symposium

vi. Select committee members

vii. Submit committee members for Executive Committee approval

viii. Contact potential vendors

ix. Promote symposium

- Encourage advertising of Symposium in all Chiro Colleges' calendar of events

Promote by writing articles in Sports Talk/JACA/Dynamic Chiropractor

Cross promote by working with state chiropractic association where symposium is being held

Cross promote with other organizations – ex. ACBSP/Rehab Council/ProSport

III. Submit a monthly report at each Executive Committee monthly meeting and AGM

IV. Assist all other Executive Committee members as requested.

V. Attend monthly ExCo meetings and AGM

VI. Vote on all motions presented

VII. Maintain an updated file (flash drive) to be presented to the incoming officer at the end of the term

VIII. Check in with/mentor the ACASC Student ExCo 2nd VP

V. Duties of the ACASC Past President

I. Advise President and Executive Committee

II. Attend monthly Executive Committee and AGM meetings

III. Serve as Chairperson of the Nominating Committee

IV. Serve as Chairperson of the Gavel Club Committee

VI. Duties of the ACASC Secretary/Social Media

The Secretary shall assist in the editing of written materials and publications. The Secretary shall be responsible for producing an annual report on Council activities and serve as the Council historian.

I. Edit written materials and publications

II. Serves as chairperson of Social Networking Committee

a. Updates Facebook and Twitter with relevant news

III. Create the Sports Talk Publication

a. Quarterly Sports Talk publication

i. Includes: President's letter, new members, recent events, recent conference attendance

IV. Manage the website

a. Responsible for content and updates

b. Quarterly-clean the website of non-members. One of the benefits of being an ACASC member is being "listed" on our website. This is a good way to find past members who have let their membership lapse and contact them to re-join.

c. New members get a PF that Noah has created explaining on how to register on the website

V. Produce an annual report of the AGM to the ACA and general membership

a. Posts onto website

b. Due to ACA prior to NCLC

i. The material should be from the annual meeting and/or mid year reports from Executive Committee officers.

VI. Serve as Historian of the ACASC

VII. Take minutes at all meetings

a. Documents decisions made via email

b. Minutes distributed to Executive Committee within one week after each meeting

c. Maintain an action item list to be distributed with minutes and reviewed during the meeting

VIII. Manage Correspondence for the ACASC to other organizations and the public

IX. Submit reports for monthly ExCo and AGM

X. Attend monthly ExCo meetings and AGM

X. Vote on all motions presented

XI. Maintain an updated file (flash drive) to be presented to incoming officer at the end of term

XII. Check in with/mentor the ACASC Student ExCo Secretary

Editorial Policy

Manuscripts published in ACA News are screened by the ACA Publications Editorial Board. However, neither the ACA nor its contributors, officers, or personnel investigate, endorse or approve any statements of fact or opinion, which are solely the responsibility of the authors and sources of information. They are published on the authority of the writer(s) over whose name they appear and are not to be regarded as expressing the views of the ACA. Articles accepted for publication are subject to editing.

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Our process for review of materials to be distributed to ACA mailing lists is as follows:

1. Mailing lists are available for purchase by a vendor ("ProSport") for one time use. The attached PDF file shows the costs involved and the contact information.
2. Once a vendor decides they wish to purchase the list, the vendor provides the materials to be distributed for review and approval through the list sales contact
3. Once the materials are approved, the mailing is sent out in accordance with the vendors timeline
4. Payment for the mailing list use is then finalized.

As this is proprietary information, we don't "share" our membership list with any vendors.

VII. Duties of the ACASC Treasurer

I. Chair the Finance Committee

II. Assemble and present the Annual Budget

III. Oversee expenditures and re-imburements

a. Monitors

i. Tax reports

ii. Payments

iii. Verify expense reports

iv. Review financial reports

IV. Supervises ED (If applicable)

a. Receive monthly profit loss statement

b. Review annual tax report

c. Prepare profit/loss (symposium)

d. Present reports to ExCo for approval

V. Work with the Convention Committee

a. Review all financial contracts

i. Hotel

ii. CEUs

iii. Vendors

iv. Sponsors

VI. Review ED Contract

VII. Review and approve all expense reports

a. Send to ED for payment (If applicable)

VIII. Present a report to ExCo monthly meeting and AGM

IX. Attend monthly ExCo meetings and AGM

X. Vote on all motions presented

XI. Maintain an updated file (Flash drive) to be presented to the incoming officer at end of term

XII. Check in with/mentor the ACASC Student ExCo Social Media Director

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VIII. Duties of the ACASC Student ExCo President

I. Monthly Student Board Meetings

a. Set date and time

b. Discuss goals, delegate duties, and work on the symposium

c. Utilize Google plus for monthly meetings

i. Invite the team to a group

ii. Once people are logged in, send an invite to “hang out”

iii. This can be used for up to 8 people

II. Attend monthly ACASC ExCo meetings

a. Be on the call (usually a Sunday evening)

b. Be prepared to present information of what is going on within the Student ExCo. This should be about 5 minutes.

c. Stay on the call to participate when needed

d. If you cannot make the call, try to get another Student ExCo member to be present. If no one can make the call, inform the ExCo that you cannot be on the call and provide a written report of the progress and status of the Student ExCo.

III. Sports Talk

a. Help organize the articles that will be written for the Sports Talk

b. Articles can be from the Student ExCo or other students

c. Length: 1 page

d. Send to Student ExCo to edit

IV. Create a big project to complete during the year

a. Divide out who can take care of what job duties for the big end goal

b. 2013 student board worked towards an operations manual as an example for other Sports Council's as they work on growing their program.

c. 2013 student board on an operations manual for their team to help transition future student board into their new roles.

V. Develop the preceptorship program

a. Advance the program

b. Goal: to have a list of Sports Chiropractors willing to be a part of the preceptorship program on the ACASC website. Students should then have awareness and access to this list to help them find a Doctor that will best suit them

VI. Continue to update the operations manual for the ACASC student board

a. The foundation was laid and now future council's need to continue to update the model to allow for advancements

b. President should be the one to make sure this happens during their term

VII. Contact individual schools to maintain contact

a. At the start of the new council, begin to get the new contact information

- b. Divide out 3-4 schools per ACASC student board member
- c. Send out emails to the contacts updating them on what we do
- d. Long term plans are to get people on the conference calls

VIII. Annual Symposium

- a. Help 2nd VP plan the symposium in whatever ways needed. Check in with 2nd VP to see what needs to be done and divide out work to the rest of the council
- b. Communicate with the Executive Council about what has been done, what needs to be done, and what they need from the student board
- c. President needs to be present at a meeting the day before the symposium starts (generally this is Thursday)
- d. Yearly written report is typed up by the President to provide the Executive Committee with what has been accomplished that year. This is then presented on the stage at the Symposium on Saturdays Luncheon. (Student president sits up on the stage with the rest of the Executive Committee)

IX. Duties of the ACASC ACA Board Liaison

- I. Provide advice when asked.
- II. Attend monthly ExCo conference calls, face-to-face meetings, and AGM.
- III. Approve election process, tally ballots and certify election.
- IV. Share with Executive Committee when discussion or proposed policies may not be in line with ACA policy or bylaws.
- V. Facilitate ACA staff support.

X. Duties of the Faculty Advisor

- I. Provide a communication channel between ACASC Executive Committee and the chiropractic colleges.
 - a. Communicate with the colleges Sports council Presidents and Faculty Advisors

b. Help the ACASC Student ExCo President keep up to date contact information for the ACASC Student Board

II. Advise with the help of the other academic members, the Executive Committee on various academic topics. A few examples are:

a. Concussion

b. Spine trauma management

c. Rehab

III. Advise the board regarding student and faculty participation in ACASC functions

IV. Provide continuity to the student ACASC program as student participation changes each year

V. Attend Executive Committee conference calls and meetings to give the student, faculty, and academic prospective on various issues.

XI. Duties of the ACASC Presidential Advisor

The Presidential Advisor is appointed by the President. The President may appoint up to two Advisors.

I. Provide advice and direction to the Executive Committee.

II. May sit on existing committees or an ad hoc committee, as directed by the President.

III. Provide a non-voting opinion in Executive Committee meetings, unless there is a tie.

IV. If there is more than one Presidential Advisor, one Advisor is appointed to vote as a tiebreaker.

V. Attend all ExCo monthly meetings

VI. Attend ExCo mid year and Annual General Meetings.

VII. Submit reports as requested by the President.

Appendix