

POLICY MEMORANDUM #8

From: Executive Committee, OPSU
To: Distribution

Subj: **Executive Committee**

1. This memorandum provides the general and specific policies relating to the actions and authority of the Executive Committee. It is mandated by the OPSU constitution that the Executive Committee manage the administration of the club.
2. Per the Constitution, the executive committee will compose of the following individuals:
 - Elected officers
 - Head coach
 - Other people invited to participate
3. The following are positions are elected:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Executive Secretary
 - e. Social Secretary:
 - f. Equipment Manager:
 - g. Recruiting Secretary:
4. The positions of President, Vice-President, Executive Secretary, and Treasurer are also officers of record for the non-profit corporation- The Olympic Peninsula Sports Union. These positions will always be filled.
5. The head coach will be selected by the elected officers of the executive committee per Policy memo #6
6. The voting members of the Executive Committee are those officers who have been elected by the club, except the President, and the Head Coach.
 - a. The President, as the presiding officer, only votes in the event of a tie.
 - b. Officers who were selected by the executive committee or the President in the case of a vacancy, and guests of the executive committee will not normally be allowed to vote. The president may request and those elected officers present concur that the selected officers and guests be allowed to vote on selected subjects.
7. The presiding officer will run the executive committee meetings.
 - a. A quorum will consist of the Presiding officer and three additional elected officers.
 - b. Generally, a modified form of Roberts Rules of Order will be used.
 - c. The executive committee will develop the actual rules to be used to actually conduct club business. The executive secretary will provide the agenda prior to executive committee meetings.
 - d. If the President is not able to attend the meeting, the Vice President will become the Presiding officer.
 - e. The executive secretary will have a draft of the minutes ready for review within two weeks of each meeting. Once approved by the executive committee, the minutes will be posted on the website.
8. New Officers will take office at the annual meeting they were elected. At the executive committee meeting after the elections at the annual general meeting a formal turnover of responsibilities will occur.
9. Members of the Executive Committee will provide an annual officer's report to the Executive Secretary for the development of the corporation annual report. The financial records for the year will also be added to the annual report.
10. The annual budget will be developed by the executive committee no later then 30 days after the annual elections.

11. Point of contact is the OPSU Secretary, -email-

Copy to: All Players, Executive Committee, Website