



By-Law 3

Sub Committees

Detail

The ASIEQ Constitution and Rules state the following under section 21:

21. DELEGATION OF EXECUTIVE COMMITTEE POWERS

- (1) The executive committee may delegate part of its powers to a subcommittee consisting of the association members considered appropriate by the committee.
- (2) A subcommittee may only exercise delegated powers in the way the executive committee decides.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the subcommittee members present may choose one (1) of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the subcommittee members present at the meeting and, if the votes are equal, the question is decided in the negative.

Reporting

The Chairperson of a sub committee is responsible for preparing a report for the executive committee prior to the executive committee meeting. The report should contain:

- An update on the sub committee's progress
- Financial update (if required)
- Any changes to the sub committee's membership
- Any assistance it requires from the executive committee
- Clearly define any motion it requires the executive committee to consider

Financial requests

If the sub committee require financial support of a one off item, they can request approval by submitting a request in writing to the Treasurer. The Treasurer will process the request as outlined in By-Law 4 Financial Management.

Should the subcommittee require multiple financial requests, this should be done via submitting a budget for consideration and ratification by the executive committee. This will assist the sub committee in performing its duties without having to gain approval for each item. The budget should show:

- All expected income, including any sponsorship
- All expected expenditure broken into categories (such as venue hire, speaker costs, administration etc)
- Any surplus expected

Assistance may be sought by the Treasurer and/or Secretariat for preparing the budget.

Authority of the Sub Committee

The sub committee are not authorised to enter into any legal contracts and will need to refer these back to the executive committee for ratification (for example: venue hire). The contract should be forwarded to the Secretary for forwarding to the executive committee. The contract will be referred on a legal basis and not a financial basis, as the financial outlay should have previously been approved via a budget or financial request. The timeframe required for signing the contract should be highlighted when forwarding to the Secretary.

Should the sub committee seek sponsorship either financial or in kind, they can do so from any existing ordinary or associate member or from a local, state or federal government. Should sponsorship be sought outside these parameters, permission should be sought from the executive via an email request to the Secretary. Sponsorship is only permitted by organisations that align with the objects of the association as outlined in the Constitution and Rules.