

## CHAPTER 2.4 - BYLAWS STANDING COMMITTEES

### 2.4.6 IPC EDUCATION COMMITTEE (EdC) BYLAWS

#### 1. FUNCTION

##### 1.1 Authority

1.1.1 The IPC Education Committee (EdC) is accountable to the IPC Governing Board.

1.1.2 The EdC shall have no authority that does not come from the IPC Governing Board; the IPC Governing Board has the sole power to grant authority to the EdC. The EdC may, however, carry out such governance task or monitor performance provided that the IPC Governing Board has specifically delegated this power to the EdC.

##### 1.2 Role

The EdC shall provide advice

- to the IPC Governing Board on all policy matters in the specific area of education, and
- to the responsible Management Team staff person on the operational aspects of the Education Programme.

The EdC shall in particular have the following roles:

1.2.1 Develop a strategic plan for long term Paralympic Education;

1.2.2 Establish policies and guidelines for all IPC education activities according to the philosophy of the Paralympic Education Programme;

1.2.3 Initiate and co-ordinate the development of Paralympic education materials;

1.2.4 Facilitate international Paralympic education activities through IPC member organizations and organizing committees of IPC sanctioned events;

1.2.5 Promote and disseminate the educational activities of the Paralympic Movement through partnerships with organizations, institutions, and individuals in the field of education.



## **2. STRUCTURE**

### **2.1 Composition**

The EdC shall normally consist of up to six (6) members, including the position of Chairperson. The responsible Management Team staff person shall be an ex-officio member, with speaking rights only.

### **2.2 Staffing**

The EdC will be assigned a member of the IPC Management Team to assist in the work of the EdC.

### **2.3 Reporting**

2.3.1 The responsible Management Team staff member shall produce written reports/minutes of all EdC meetings for distribution to the IPC Governing Board and EdC members; all reports shall be archived at the IPC Headquarters. The Chairperson of the EdC shall approve the reports/minutes prior to distribution.

2.3.2 The CEO shall ensure that recommendations to the IPC Governing Board resulting from EdC meetings are included on the agenda of the IPC Governing Board and that the subsequent decisions from the IPC Governing Board are communicated to the members of the EdC.

2.3.3 The Chairperson of the EdC may be invited to attend the meetings of the IPC Governing Board and/or may be invited to give a verbal report at the meeting of the IPC Governing Board on a specific topic.

2.3.4 A report on the activities of the EdC will be developed by the Chairperson of the EdC and will be included in the overall biennial report to the IPC General Assembly.

## **3. MEMBERSHIP**

### **3.1 Appointment of Members**

3.1.1 All members of the EdC shall be appointed by the IPC Governing Board, and their membership shall be ratified annually.



- 3.1.2 The Chairperson of the EdC shall be appointed by the IPC Governing Board. The EdC Chairperson shall inform the IPC Governing Board of any specific criteria to be considered by the IPC Governing Board when appointing members to the EdC; this to ensure the appropriate expertise is available.

### **3.2 Process for Appointments**

- 3.2.1 The IPC Membership shall be invited to suggest candidates for consideration by the incoming IPC Governing Board as members of the EdC. Such invitations shall be sent by IPC to its members prior to the election of the IPC Governing Board.

- 3.2.2 In addition to considering candidates suggested by the IPC Membership, the IPC Governing Board may initiate an active search for suitable candidates to ensure the EdC includes the best-qualified individuals.

- 3.2.3 As soon as possible after its election, the IPC Governing Board shall first appoint the Chairperson of the EdC, and will then consider the EdC's further membership. The IPC Governing Board shall receive membership nominations from the Chairperson of the EdC.

### **3.3 Terms of Office**

Members of the EdC shall normally serve for four (4) years corresponding to the term of office of the members of the IPC Governing Board. Members may be re-appointed to serve for a next term; there are no limitations to the number of terms members can be re-appointed to the EdC.

### **3.4 Vacancies**

Vacancies in the EdC occurring through resignation, death or any other reason should be filled by appointment by the IPC Governing Board, following the nomination by the Chairperson of the EdC.

### **3.5 Substitutes**

No substitutes are allowed for members of the EdC.



#### **4. MEETINGS**

- 4.1 The EdC will normally hold at least one (1) meeting per year. Any additional meetings must be approved by the IPC Governing Board, which shall normally delegate that authority to the CEO.
- 4.2 All meetings of the EdC must be conducted in compliance with the rules outlined in the IPC Standing Order 'The Conduct of IPC Committee Meetings'.
- 4.3 The IPC President and the CEO are ex-officio members at meetings of the EdC, with speaking rights only.

#### **5. MOTIONS**

- 5.1 The EdC has the right to submit motions to the IPC General Assembly through the IPC Governing Board, and subject to compliance with the IPC Standing Order 'The Administrative Procedures to be followed prior to IPC General Assemblies'.
- 5.2 The IPC Governing Board may make further recommendations to the IPC General Assembly on all motions submitted by the EdC.

#### **6. TERMINATION OF MEMBERSHIP**

- 6.1 Membership to the EdC may be terminated by the IPC Governing Board following the annual review of the appointments and/or following the recommendation of a two-thirds (2/3) majority of the full EdC, for reasons of not fulfilling his/her duties or any other serious breaches of IPC rules and regulations.
- 6.2 Any individual member of the EdC may resign at any time for personal reasons, subject only to the requirement that he/she informs the IPC President in writing of such decision.

#### **7. FINANCES**

##### **7.1 Annual Budget**

The Chairperson of the EdC will, in co-operation with the CEO, produce a budget for the EdC. The EdC budget will be included in the overall IPC Budget and submitted for approval to the IPC Governing Board and the IPC General Assembly in accordance with the IPC financial policies.



## **7.2 Other Financial Regulations**

Any financial regulation for the EdC shall be in compliance with the financial procedures issued by IPC Headquarters from time to time.

## **8. DISSOLUTION**

The EdC can only be dissolved by a decision of the IPC General Assembly.

## **9. AMENDMENTS OF BYLAWS**

Any amendment proposed to the bylaws of the EdC shall be subject to approval by the IPC Governing Board.

