



## APC Charter

### Chapter 2.6 – Women in Sport Committee

December 2016

**Asian Paralympic Committee**

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## 1 Function

### 1.1 Authority

The APC Women in Sport Committee (WISC) is accountable to the APC Executive Board (EB).

The APC Women in Sport Committee shall have no authority that does not come from the Executive Board; the APC Executive Board has the sole power to grant authority to the APC Women in Sport Committee.

### 1.2 Role

The Women in Sport Committee shall have the following roles:

- Advocate for the full inclusion of girls and women with an impairment at all levels of para sport in Asia;
- Identify barriers that restrict participation, recommend policies and initiatives that address these barriers;
- Oversee the implementation of initiatives to increase participation of Asian female athletes.

## 2. Structure

### 2.1 Composition

The Women in Sport Committee shall consist of a Chairperson, elected by the APC General Assembly, of a Vice-Chairperson, and of a maximum of five (5) members as determined in article 3 of this by-law.

Although traditionally members of the WISC might be women, men applications are welcome and encouraged to contribute to diversity standards.

### 2.2 Reporting

Written reports/minutes of all Women in Sport Committee meetings shall be produced for distribution to the APC Executive Board and WISC members; all reports shall be archived at the APC headquarters. The Chairperson of the WISC shall approve the reports/minutes prior to distribution.

The APC CEO shall ensure that recommendations to the APC Executive Board resulting from WISC meetings are included on the agenda of the APC Executive Board meetings and that the subsequent decisions from the APC Executive Board are communicated to the members of the WISC.

As per the provisions of the APC Constitution (Article 6.2), the Chairperson of the WISC is elected as a member of the APC Executive Board and is invited at every EB meeting to give a verbal report on the activities of the WISC.

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

## **3. Membership**

### **3.1 Members**

Members of the Women in Sport Committee shall be, in addition to the Chairperson elected by the APC General Assembly:

- A vice-Chairperson, appointed by the Chairperson from among the nominations received from the APC membership;
- a maximum of five (5) members selected by the Chairperson and the Vice-Chairperson from among the nominations received from the APC members.

### **3.2 Term of Office**

Members of the Women in Sport Committee shall normally serve for four (4) years corresponding to the term of office of the APC Executive Board members.

The Chairperson shall be elected at every APC General Assembly, according to the rules of the APC Handbook, Chapter 1, Constitution, and Chapter 2.1, APC EB election and nomination policy and procedures.

Members on the WISC 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 WISC.

Membership to the WISC may be terminated by the APC Executive Board following the annual review of the appointments and/or following the recommendation of a two-thirds (2/3) majority of the full WISC, for reasons of not fulfilling his/her duties or any other serious breaches of APC rules and regulations.

Any individual member of the WISC may resign at any time for personal reasons, subject only to the requirement that he/she informs the APC President in writing of such decision.

### **3.3 Vacancies**

Vacancies in the Women in Sport Committee occurring through resignation, death or any other reason shall be filled by appointment by the APC Executive Board, following nomination by the Chairperson of the WISC.

## 4. Meeting

The Chairperson of the Women in Sport Committee presides over all meetings of the Committee. If the Chairperson is absent due to unavoidable circumstances, the Vice-Chairperson or any other member designated by the WISC may preside over the meeting.

The Chairperson will convene meetings when appropriate, or upon request of the APC Executive Board and/or upon request of a majority of the members of the WISC. There shall be at least one meeting of the WISC each year.

The quorum shall be 50% of the members. All attending members have voting rights, including the Chairperson. Decisions shall be made by a simple majority of members present voting. When there is a tie, the Chairman shall have a casting vote.

Where possible, thirty (30) days-notice of the meetings will be given to all members of the WISC, but in exceptional situation the WISC may agree to meet at shorter notice. The agendas and meeting papers shall be circulated with the notice of the meeting or as soon as practicable thereafter.

## 5. Motions

### 5.1 To the Women in Sport Committee

Motions for consideration by the Women in Sport Committee shall be submitted to the WISC members as soon as possible and should not be less than two weeks before a meeting. The WISC may consider matters that are urgent and important at shorter notice.

### 5.2 To the APC General Assembly

The Women in Sport Committee has the right to submit motions to the APC General Assembly through the APC Executive Board, and subject to compliance with the 'Administrative Procedures to be followed prior to APC General Assemblies'.

The APC Executive Board may make further recommendations to the APC General Assembly on all motions submitted by the WISC.

## 6. Finances

### 6.1 Annual Budget

The Chairperson of the Women in Sport Committee will, in co-operation with the APC CEO, produce a budget for the WISC. The WISC budget will be included in the overall APC budget and submitted for approval to the APC Executive Board in accordance with the APC financial policies.

## **6.2 Meeting Budget**

Whenever possible, the APC will support the logistics and costs for the organisation of one meeting of the committee per year. This might include costs of the meeting room rent, meals around the meeting, accommodation and flight tickets, but will have to be confirmed by the APC before each meeting.

Women in Sport Committee members are always encouraged however to finance their flight and accommodation costs (either individually or with the support of their NPC).

## **6.3 Other financial regulations**

Any financial regulation for the Women in Sport Committee shall be in compliance with the financial procedures issued by APC headquarters from time to time.

## **7. Dissolution**

The Women in Sport Committee can only be dissolved by a decision of the APC Executive Board.

## **8. Amendments of by-laws**

Any amendment proposed to the bylaws of the Women in Sport Committee shall be subject to approval by the APC Executive Board.