

National Council for Accreditation of Coaching Education



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Structure and Function Committee Operating Code June 2010

- I. Name
The name of this committee shall be the Structure and Function Committee of the National Council for Accreditation of Coaching Education (NCACE).
- II. Purpose
To provide recommendations to the Board of Directors and Delegate Assembly regarding all matters related to maintaining orderly structure and function within NCACE including proposed amendments to the Constitution and Bylaws and Operating Codes.
- III. Organization
 - A. The committee shall consist of a chairperson (President-elect) and three individuals from membership at large appointed by the President and approved by the Board. The Executive Director shall serve on the Committee (ex-officio, non-voting).
 - B. Committee members, except the chairperson, shall serve three-year rotating terms with one member rotating off each year.
- IV. Conduct of Business
 - A. The committee shall meet when any structure and function matters have been brought to it. The chairperson shall call any official meeting and provide at least 14 days notice
 - B. Three members of the committee shall constitute a quorum. There may be no proxies.
 - C. Committee meeting minutes and recommendation reports shall be provided to the Board of Directors.
- V. Amendments
Recommendations for amendments to this Operating Code may be submitted by any Board member to the chair of the Structure and Function Committee for presentation to the Board for approval.