Subcommittee Organisation and Management

# Purpose of These Guidelines

* 1. These guidelines are meant to be considered and approved by inter-club event subcommittees and their respective committees when they see fit.
	2. These guidelines are intended to clearly identify the duties of individuals and the subcommittee, and to allow for straightforward dispute resolution in the case of disagreements.
	3. These guidelines are intended to be put in place for the duration of a specific event. As such they may be altered to suit the event in order to ensure the subcommittee runs as effectively as possible.

# Subcommittee Composition

* 1. An event committee should be formed by an equal number of committee members from each club that is involved in running the event.
		1. The number of committee members each club should send shall be agreed upon by the clubs involved prior to the formation of the subcommittee.
		2. A club may choose to send less committee members with the understanding that this will affect their voting power on the committee.
	2. The event committee will be in charge of organising and running the event with the approval of the involved clubs.
	3. Each club shall nominate unique representatives, that is, no subcommittee member may represent more than one club.
	4. The subcommittee shall dissolve subsequent to the conclusion of the event and division of profits.

# Subcommittee’s Duties

* 1. It is duty of the event committee to:
1. Meet at least twice prior to the event.
2. Meet at least once subsequent to the event
3. Elect one member to chair the meetings.
4. Elect one member to minute the meetings. Minutes should be made available to the committees of the clubs involved in the event.
5. Inform any club in a timely manner if their representative is failing to adequately perform their duties as specified.

# Subcommittee Meetings

* 1. Subcommittee meetings may be called by any member of the subcommittee.
		1. Subcommittee members shall receive three days’ notice of any such meeting.
	2. The quorum of a subcommittee meeting shall be one subcommittee member representing each club involved in the event.
	3. The quorum of votes in a subcommittee meeting shall be one subcommittee member representing each club involved in the event.
		1. Abstentions shall not be counted towards quorum.

# Individuals’ Duties

* 1. It is the duty of each club representative to:
		1. Represent their club and its views in all event committee meetings.
		2. Assist in the planning, organisation, set-up, running, clean-up, and resolution of the event.
		3. Keep their club’s committee informed of all plans, outcomes and potential issues regarding the event and the event committee.
		4. Consult their committee regarding all major decisions concerning the event (such as dates, prices, budgets, themes, and venues, or any matter that an event committee member requests approval for) prior to voting.
		5. Liaise between the club and event committee, bringing forward any suggestions or issues.
		6. Advertise and promote the event to the members of their club.

# Finances

* 1. The subcommittee not having the power to distribute funds independently of their respective clubs, any finances required are to be sourced from club(s) involved in the event, subject to review by the committee of any club in question.
		1. Costs shall be reimbursed from the event’s income prior to distribution of profit.
	2. The subcommittee shall vote on the division of profits prior to the event.
		1. If any club’s representatives fail to adequately perform their duties as outlined in the above sections, the division of profits may be altered by a two-thirds majority vote.