

Action Committee Formation

Introduction:

Charter Members may request Executive Council to form a USPAK Action Committee. Purpose of forming an Action Committee will be to pursue in a concentrated manner a particular interest, issue, or program. Five or more Charter members may request to form a Committee. They can elect a Committee Chair from Charter Members belonging to that Committee to carry out all required functions at the local level.

The Committee will be responsible to carry out the aims, objectives and civic responsibilities of the Foundation. The Committee must abide by the Constitution and Bylaws of USPAK Foundation and ensure that there is no conflict in objectives. Unless otherwise specified all rules and regulations of USPAK foundation would apply to Committee.

Committee will submit and seek approval of an annual operating plan to the USPAK BOD. Committee can embark on major tasks only with prior approval from the Board of Directors. The Committees are required to submit quarterly reports and stay in close communication with the Executive Officers of USPAK Foundation.

USPAK Foundation will provide administrative, accounting, legal, compliance, virtual office, and best practices support to Committee, including Committee website content, accounts receivable and payable, any compliance filing, telephone support, marketing, growth, and event planning.

Naming of the Committee will be done on a consistent basis like, USPAK Membership Committee.

Besides Action Committee, USPAK will have Governance Committee like Audit Committee, Compliance Committee, etc that will be formed by BOD for their functional needs. Governance Committees are not required to follow the process outlined for Action Committees.

Committee Members entry/exit

Charter members can join an existing committee by requesting a Committee Chair for membership. Charter members will belong to a Committee on an annual term with automatic extension. A Charter Member can leave a Committee by requesting Committee Chair for removal.

Disbursement of Donations:

BOD will determine the allocation of funds to Committee on annual basis. 85 % of all donations or other similar funding received or collected by Committee will be retained by the Committee; remaining 15% will be transferred to USPAK Foundation in lieu of administrative support.

All funds required to be disbursed to the Committee will be transferred after the end of quarter in which they were received.

Dissolution of a Committee:

BOD by a 2/3rd majority vote can dissolve a state or local Committee, common reasons for dissolution can be

- Completion of a certain objective, task, etc
- Lack of activity
- Increased administrative burden
- Un satisfactory performance

Committee Meeting

Meeting and other rules of USPAK Foundation will apply to Committee. Committee will meet to conduct the business of organization on as needed basis. Such business may be electing officers, event planning, or any other specific purposes that the President or Board of Directors may deem necessary. These meetings may take place at a physical location, through a conference call, or other meeting techniques. Committee Chair, directly or through the Secretary, shall give a 7(seven) day notice of any regular meeting.

Elections of Committee Officers

USPAK Foundation election rules will apply to Committee. Committee Officers will be elected only by the Charter Members belonging to that Committee.

Requirements for Committee Chair

1. At a minimum, he/she must be a Charter Member.
2. Have involvement in his/her communities, must be knowledgeable about local issues.
3. Available and committed to provide the input, and take on assigned tasks.
4. Attend more than 60% of the conference calls, as called by the President and the Secretary of the national organization.
5. Will be a member of the USPAK Executive Council.
6. Plan to attend at least two of the USPAK Foundation Executive Council meetings in any given year.

Responsibilities of Committee Chair

1. Maintaining records and information on the Committee and sharing it with Executive Officers.
2. Developing a team of individuals with prior Executive Council approval
3. Collaborating and working relationship with existing organizations of interest in the state.

4. Develop a large list or group emails in the area to share action items only for writing and responding on issues.
5. Developing/collecting a team of qualified individuals to speak on issues.
6. Develop a team of individuals who would serve as think tanks within the state and help in the national pool of think tanks.
7. Develop a pool of individuals who can write reports with reasonable, in depth study on specific subjects.
8. Report to the President on a quarterly basis on the above responsibilities.
9. Follow the code of conduct and ethics of USPAK Foundation.
10. Maintain and provide accounting and compliance needs to USPAK Foundation.

