



STANDING COMMITTEES CHARTER OF THE UTTAR PRADESH AMERICAN FOOTBALL ASSOCIATION (U.P.A.F.A.)

STATUS: DRAFT — V0.1 — NOT YET ADOPTED BY THE GENERAL BODY

This is a working draft prepared as a starting structure. It must be reviewed by legal counsel familiar with the Societies Registration Act / applicable registration statute and Indian sports governance norms before being placed before the General Body for adoption.

1. GENERAL RULES APPLICABLE TO ALL STANDING COMMITTEES

1.1. This Charter sets out the composition, tenure, and terms of reference for the Standing Committees named in Constitution Article 9.1, per Article 9.2.

1.2. **COMPOSITION.** Each Standing Committee shall consist of three (3) to five (5) members, appointed by the Executive Committee. A Standing Committee is normally chaired by an Executive Committee member; where this Charter names a specific chair for a committee, that provision prevails. An Executive Committee member may chair or sit on more than one Standing Committee.

1.3. **CO-OPTION.** A Standing Committee may co-opt non-voting subject-matter experts (e.g., a qualified physician for the Medical & Anti-Doping Committee, or a chartered accountant for the Finance & Audit Committee) to assist its work. Co-opted experts do not count toward quorum and have no vote.

1.4. **TENURE.** A Standing Committee's term is coterminous with the Executive Committee's term (four years, per Constitution Article 6.3), unless dissolved or reconstituted earlier by Executive Committee resolution.

1.5. **QUORUM AND MEETINGS.** Quorum for a Standing Committee meeting is a majority of its voting members. Each Standing Committee meets at least twice per financial year and reports to the Executive Committee at least once per financial year, or more often if the Executive Committee requires.

1.6. **VACANCIES.** A vacancy on a Standing Committee is filled by Executive Committee appointment for the remainder of the term.

1.7. **REMOVAL.** The Executive Committee may remove a Standing Committee member for cause (including a Code of Conduct violation, or repeated unexplained absence from meetings) by majority resolution.

1.8. Nothing in this Charter limits the Executive Committee's power under Constitution Article 9.1 to constitute additional Standing Committees beyond those named here.

2. FINANCE & AUDIT COMMITTEE

2.1. **TERMS OF REFERENCE:** reviews the Treasurer's quarterly income and expenditure statements; recommends the independent auditor for General Body ratification (Bye-laws Article 3.3); reviews annual audit findings and management responses; reviews and recommends the procurement and expense-approval thresholds in Bye-laws Article 3.4; and advises the Executive Committee on financial controls and risk.

3. COMPETITION & EVENTS COMMITTEE

3.1. **TERMS OF REFERENCE:** proposes the annual competition and event calendar for Executive Committee approval (Constitution Article 6.5); sanctions leagues and competitions under Constitution Article 2.2; sets and



monitors compliance with the Medical and Emergency Care provisions of the Anti-Doping & Safeguarding Policy for each sanctioned event; and coordinates with District Units on local event logistics.

4. TECHNICAL & OFFICIALS COMMITTEE

4.1. **TERMS OF REFERENCE:** designs and oversees coaching clinics and referee certification programs under Constitution Article 2.2; sets the technical criteria that feed into the Player/Referee/Coach registration categories in the Association's registration system; maintains playing rules and technical regulations; and rules on on-field/technical disputes referred to it by the Competition & Events Committee.

5. ATHLETE WELFARE & SAFEGUARDING COMMITTEE

5.1. **TERMS OF REFERENCE:** implements the child protection and general athlete welfare provisions of the Anti-Doping & Safeguarding Policy; receives and triages athlete welfare concerns (referring disciplinary matters to the Grievance & Ethics Committee); and reviews coach and official screening practices for work involving minors.

6. WOMEN'S COMMISSION

6.1. **CHAIR:** the Executive Committee's Chairperson–Women's Commission (Constitution Article 6.2) chairs this committee by virtue of that office.

6.2. **TERMS OF REFERENCE:** promotes women's and girls' participation in American Football at every level; implements the Women's Safety provisions of the Anti-Doping & Safeguarding Policy; and advises the Executive Committee on programs and policy affecting women members, athletes, coaches, and officials.

7. GRIEVANCE & ETHICS COMMITTEE

7.1. **TERMS OF REFERENCE:** hears complaints and disciplinary matters referred to it under the Code of Conduct, including Conflict of Interest declarations, whistleblower reports, and harassment/discrimination complaints; hears first-appeal election disputes under the Elections Policy; and recommends disciplinary action to the Executive Committee per the Code of Conduct's disciplinary tiers.

7.2. No member of the Grievance & Ethics Committee may sit on a matter in which they have a personal interest or relationship with a party, per the Code of Conduct's Conflict of Interest provisions; an affected member recuses and is temporarily replaced by an Executive Committee appointee for that matter only.

8. MEDICAL & ANTI-DOPING COMMITTEE

8.1. **TERMS OF REFERENCE:** implements the Anti-Doping Rules adopted under the Anti-Doping & Safeguarding Policy (NADA, WADA, and applicable AFFI regulations); coordinates with NADA/AFFI on testing where applicable; sets the medical and concussion-safety standards required at sanctioned events; and advises the Executive Committee on substance-abuse matters distinct from doping (Anti-Doping & Safeguarding Policy, Section 5).



9. MEMBERSHIP & DEVELOPMENT COMMITTEE

9.1. **TERMS OF REFERENCE:** promotes growth of District Units, Clubs, and individual membership; supports new District Associations through the affiliation procedure in Bye-laws Chapter 1; and develops grassroots and talent-pathway programs consistent with Constitution Article 2.4.

10. MEDIA & COMMUNICATIONS COMMITTEE

10.1. **TERMS OF REFERENCE:** oversees official communications and social media accounts consistent with Bye-laws Chapter 7; coordinates press and public relations for the Association and its sanctioned events; and reviews requests to use the U.P.A.F.A. name and logo referred to it by the Executive Committee under Bye-laws Chapter 5.

