1. **Purpose**
   1. The Clan MacEwen Society Executive Committee is formed for and responsible to the Members of the **Clan MacEwen Society**:
      1. Overseeing and directing the daily running of the Clan MacEwen Society globally.
      2. Setting and steering the Goals and Objectives of the Clan MacEwen Society.
2. **Membership**
   1. The Executive Committee will be comprised of up to 14 Members, including:-
      * The Society Chair
      * The Society Vice- Chair
      * The Society Secretary
      * The Society Treasurer
      * The Regional Commissioners
      * Up to 4 co-opted committee members.
3. **Appointments and Terms**
   1. Co-opted members of the executive-Committee will be appointed by agreement of the Executive Committee and the Membership in accordance with The Society. Executive Committee Members assigned to sit on a Sub-Committee will remain members of the Sub-Committee for the duration of their Executive Committee Membership
4. **Eligibility**
   1. Members of the Clan MacEwen Society are eligible to be members of the Executive Committee Provided that;
      * They are a member of the Clan MacEwen Society in good standing
      * There are no conflicts of interest which could provide undue influence on Committee decisions
      * Are able to join 75% of scheduled meetings
5. **Chair**
   1. The duly elected Society Chair will be the Chair of the Executive Committee.
   2. In the absence of the Society Chair, the Vice-Chair will preside for the duration of the meeting or absence of the Society Chair.
6. **Quorum** 
   1. The quorum of the Executive Committee meetings shall be a minimum of 2 of the 4 core Committee members (Chair, Vice- Chair, Secretary and Treasurer) and 3 additional committee members.
7. **Frequency of Meetings**
   1. Executive Committee meetings will be held on an at least bi- monthly basis with a yearly schedule accessible within the executive committee share folder.
   2. Sub Committee meetings will be held as required at the discretion of the Sub Committee Chair.
8. **Notice of Meeting**
   1. Unless otherwise agreed, notice of each committee meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Committee and any other person required to attend, no later than 3 working days before the date of the meeting.
9. **Votes**
   1. An approval or resolution of the Executive -Committee may be passed by a simple majority of those present and entitled to vote at the meeting.
   2. Executive Committee may make arrangements to pass resolutions between meetings either in writing or by electronic communications. Any decision made by the Executive-Committee outside a meeting must be notified to the Executive-Committee at its next meeting and recorded in the minutes.
   3. The Clan Commander / Chief is free to attend any meetings of the Executive- Committee, and in the event of a tied vote, at the Executive-Committee’s request, The Commander / Chief may pass a binding decision on the matter in question, otherwise in the event of a tied vote, the proposal / motion is not to be adopted and further deliberations are required.
10. **Minutes of Meetings**
    1. The **Executive-Committee Secretary** will record minutes of the meetings and circulate said minutes to the Committee Membership within 5 working days of the meeting.
11. **Duties and responsibilities**
    1. The Duties and responsibility of the Executive Committee is to Oversee and direct the daily running of the Clan MacEwen Society globally, and to Set and steer the Goals and Objectives of the Clan MacEwen Society and the Clan MacEwen Society Members.
12. **Reporting Responsibilities**
    1. The Executive Committee will publish a report to be forwarded on a quarterly basis to the Chief of the Name of MacEwen/Commander of Clan MacEwen.
    2. The Executive Committee will publish a report to be included with the Clan MacEwen Society Annual report presented during the Annual General Meeting of the Clan MacEwen Society.
13. **Terms of Reference**
    1. The Terms of Reference of the Executive Committee will be reviewed every 3 years by a designated Sub Committee with recommended changes submitted to the Executive Committee for review.