

# Terms of Reference

## BYLAW COMMITTEE

### 1 Objective

The Bylaw Committee is responsible for the oversight of the organizations bylaws and will ensure that the Board of Directors fulfills its legal, ethical and functional responsibilities.

### 2 Responsibilities

- Ensure the bylaws are in accord with national and provincial legislation and expectations.
- Ensure the bylaws are aligned with organizational priorities.
- Ensure the bylaws are effective in achieving the organization's mandate.
- Ensure the bylaws are free of grammatical or typographical errors.
- Ensure the bylaws are at all times current and published on the College website.
- Ensure the bylaws are consistent with other existing requirements within the bylaws or other policies.
- Review and present any proposed changes to the bylaws annually at a Board of Directors meeting.
- Propose new bylaws to the Board of Directors.
- Propose Board approved bylaw changes to the membership at the Annual General Meeting.

### 3 Membership and Term

The Bylaw Committee is a sub-committee of the Board of Directors

#### Members

Board Vice-Chair (Chair)	While in office
Board Chair (Ex-officio)	While in office
At least one Director	Renewable yearly
Member-at-Large	Renewable yearly
Member-at-Large (optional)	Renewable yearly
Chair of the Governance Committee	Renewable yearly
General Manager	While employed

#### **4 Meeting Procedures**

- Schedule:* Annually and when called by Chair.
- Format:* In-person, by teleconference or other electronic means.
- Agenda:* Developed by the Chair, with input from members.
- Minutes:* Prepared by a minute-taker for review by the Chair and approval at next committee meeting; filed at Head Office.
- Reporting:* It is the responsibility of each committee Chair to provide oral and written reports on a quarterly basis to the Board of Directors, and to ensure that all recommendations stemming from the committee are presented to the Board for approval.

#### **5 Decision-making**

The committee cannot commit the use of the organization's financial or human resources without prior approval from the Board of Directors.

#### **6 Accountability**

The Bylaw Committee will be accountable to the Board of Directors through the Chair of the committee.

#### **7 Staff Resource**

General Manager