

## TERMS OF REFERENCE BYLAWS COMMITTEE

(hereinafter called the “Committee”)

### **PURPOSE:**

1. To ensure that the CSU 52 Constitution & Bylaws (the “C&B”) and the Union 52 Benevolent Society Bylaws & Objectives (the “Society Bylaws”) are up to date and registered with the appropriate authorities.
2. To identify any conflict and/or implications to the C&B arising from notices of motions.
3. To identify gaps between the C&B and the Policy & Procedures Manual.
4. To advise the Union Membership at the April General Meeting of any conflicts and/or implications arising from the notice of motions, prior to the motions being voted on.

### **OBJECTIVES:**

1. To have current copies of the C&B, the Society Bylaws and the Policy & Procedures Manual available at the Union Office, and to the Shop Stewards and Union Membership.
2. To review notices of motions amending the C&B and the Society Bylaws to determine any implications. Advise the Union Membership of the implications of the notices of motions, identifying the affected article(s).
3. To review motions amending the Policy & Procedures Manual to determine any implications. Advise the Board of Directors (the “Board”) of the implications of the motions, identifying affected section(s).

### **RESPONSIBILITIES:**

1. To draft an annual work plan outlining proposed dates and deadlines for the following year.
2. To provide the Board and the Chair of all CSU 52 committees with the proposed work plan and dates.
3. To ensure that the C&B is registered annually with the Alberta Labour Relations Board.
4. To ensure that the Society Bylaws are registered annually with the Corporate Registry.
5. To update the C&B and the Society Bylaws with the approved motions.
6. To update the Policy & Procedures Manual with the approved motions.
7. To review the C&B in conjunction with the Policy & Procedures Manual identifying and making the necessary recommendations on potential gaps.
8. To retain and file at the Union Office pertinent historical documents and the changes thereto.
9. The Committee is responsible for maintaining a positive and respectful working relationship with CSU 52 Office Staff.
10. The Committee will follow the CSU 52 Brand policy and procedures.

11. The Committee Chair will provide the Finance department and the Treasurer with their proposed Committee budget by November 1<sup>st</sup> of each year. Budgets should include details of proposed income and expenditures.
12. The Committee Chair will submit a copy of their meeting minutes, including attendance records, to the Administrative Team Lead and the Finance department within fourteen (14) calendar days of each Committee meeting.
13. Union expenses less than one-hundred dollars (\$100) may be paid by Committee members and submitted to the Finance department for reimbursement within fourteen (14) calendar days of expenditure with receipts and supporting documentation.
14. Union expenses more than one-hundred dollars (\$100) must be paid to the vendor directly by the Union through the Finance department. The Committee will advise the Finance department of the pending vendor and sale with full details of the expense and appropriate supporting documentation.
15. Whenever possible, printing and photocopying services shall be done in-house at the Union Office prior to outsourcing these services.
16. The Committee will review their Terms of Reference and submit proposed changes to the Policy & Procedures Committee. The Policy & Procedures Committee will forward the proposed changes with their recommendation to the Board for approval.

#### **MEMBERS & TERMS OF OFFICE:**

1. The Committee is to consist of five (5) members elected by the Union Membership at the January General Meeting.
2. Two (2) members elected in odd years and three (3) members elected in even years, all for two (2) year terms.
3. Committee positions will be determined amongst the Committee.

#### **MEETINGS:**

1. The initial meeting of the Committee, to be held in January, shall:
  - a. discuss the Committee Terms of Reference;
  - b. review the work plan and budget; and
  - c. elect committee positions.
2. Committee meetings will be held at the discretion of the Committee to a maximum of ten (10) meetings per year, including the initial meeting in January.
3. Should the Committee require any additional meetings, they must have prior Board approval.
4. Committee members are expected to attend scheduled meetings. Excessive or unreasonable amount of absence of a member may result in the removal from the committee as deemed necessary by the Board.
5. The Committee may hold an annual dinner to recognize the work of the Committee, not to exceed the dollar value specified in the "Committees - Meal Allowance" policy. The meal expense will be part of the Committee's expense budget.