



Committee Terms of Reference
OC Articles and Bylaws
Effective – Jan. 2020

Articles + Bylaws Committee Terms of Reference

Purpose

The mandate of this Committee is to be responsible for expediting the amendment process for the CFUW Articles and Bylaws. The committee is responsible for the development and communication of CFUW amendment procedures on behalf of the Board. All deliverables will come to the Board for approval before implementation.

Activities

The Committee:

1. Develops and maintains administrative procedure and schedule for the CFUW Articles and Bylaws amendment process. They will be reviewed and communicated to the membership annually.
2. The committee will receive amendments and amendments to the amendments from the membership, other Board committees or the Board itself and abide by criteria as outlined in the administrative procedures in decisions about any amendments received. Amendments that abide by the criteria will be forwarded to the general membership.
3. The Articles and Bylaws committee can generate amendments and amendments to the amendments and send their proposed amendments to the Board for vetting. The Board will abide by the criteria as outlined in the administrative procedures to vet amendments generated by the Articles and Bylaws committee. Amendments that abide by the criteria will be forwarded to the general membership.
4. The committee will communicate and work with amendment proposers and provide advice on Ontario Council Policy as requested.

Membership

- Committee Chair (voting) – appointed by the President and ratified by the Board
- At least two and not more than six other CFUW OC members (voting)
- CFUW OC President (voting)

Meetings

The committee will meet as necessary.