

BYLAW AMENDMENT REVIEW COMMITTEE

Terms of Reference

Last amended: January 30, 2023
Motion # 22-23-101-C

As per Association Bylaws, the Bylaw Amendment Review Committee (BARC) is a standing Committee of Council.

Mandate and Purpose

1. The purpose of BARC is to review the relevance and application of Association Bylaws and Policies and to forward recommendations to Council and/or the Membership for final approval.

Definitions

1. *The Committee* means BARC

Membership

1. The Committee membership shall consist of:
 - a. President who shall be the Chairperson;
 - b. All other voting members of Executive Council;
 - c. At least two (2) voting members of Council other than Executive Council members;
 - d. Executive Director as an ex-officio member;
 - e. Other Members of the Association;
 - f. A staff member in a non-voting capacity to serve as a resource if deemed necessary; and
 - g. Any other individual(s) deemed necessary by the Chairperson.
2. The Executive Director shall participate in the review and development of Association Bylaws and Policies.
3. If a member resigns, every attempt shall be made to fill the vacancy in an efficient manner.
4. All Committee members shall abide by the Association's Code of Conduct Policy.

Duties and Responsibilities

1. The Committee shall review the Bylaws on an annual basis to ensure the document is:
 - a. in accordance with the Post-Secondary Learning Act or other statutes set by the government;
 - b. in alignment with the priorities of the Association; and
 - c. achieving its intents and purposes.
2. The Committee shall review Association Bylaws and forward recommendations to Council for final approval.
3. The Committee shall be responsible for developing and maintaining a review schedule of Association Policies.
4. The Committee shall review new and existing Council policies and procedures and make recommendations to Council for final approval.

5. It is the responsibility of the Committee to give sufficient notice for Policy and/or Bylaw changes as per Association Bylaws.
6. It is the responsibility of the Chair to present ongoing reports and submit an end-of-term report to Council.
7. If necessary, the Committee shall assist the President in interpreting any governance documents of the Association.

Meetings

1. The Committee shall meet at least once per month.
2. The Committee may invite guests to meetings to provide context or support to any Policies and/or Bylaws brought forward for changes.
3. It is the responsibility of the Chair to ensure that all members of the Committee receive an agenda package outlining proposed Policy and/or Bylaw changes.
4. Meeting proceedings shall be properly documented and archived in the form of minutes and attendance by the Executive Director or designate.

Amendments

1. Any changes or amendments to the Bylaw Amendment Review Committee Terms of Reference shall be submitted to BARC for review and forwarded to Council for final approval.
2. Notification of Terms of Reference changes must be submitted to Council in writing at least 14 days prior to presentation.