

SOCIETY OF SAINT VINCENT DE PAUL
National Council of Canada

Number: ADMIN – PR- 004

SUBJECT: EXISTING CORPORATE BY LAWS – REVIEW /APPROVAL PROCESS

DATE ADOPTED: JUNE 12, 2004

PURPOSE: The purpose of this procedure is provide guidance and a mechanism to ensure that the bylaws incorporated entities are reviewed and updated and processed in a timely and efficient manner.

PROCEDURE: **Three** signed and dated draft copies of the proposed by-law revisions shall be forwarded to the National Council By Law Committee, through the next higher Councils.

The National By Laws Committee will, subject to the written support of provincial/regional Council President, review and provide its comments and recommendation to the National President.

Each Council President must sign and date last page of the by laws as these by laws are moved through each level.

One signed copy will be retained by the National Council, one signed copy will be retained by the Provincial/Regional President and one signed copy will be returned to the corporate entity submitting the request.

ACCOUNTABILITY: The President of the incorporated entities to the President of the National Council of Canada, via Presidents of next higher Councils.

LOCAL RESPONSIBILITIES:

Have an identified by law review committee established (as per by laws), that will undertake to review and revise as necessary the current by laws of the corporation.

Any by law revisions must first be presented to, and approval given by Conference/Council membership or members-by-right of the requesting Council before being sent to the next higher Council and National Council for approval.

Three (3) copies of the approved by-laws are dated and signed by the President and Secretary of the local entity, and these signed copies are forwarded to the next higher council President for review, recommendation, signature of approval. Space must be allotted on the last page for such signing and dating.

If there are significant revisions, the entity must await final approval by National Council before proceeding with the implementation of these new revisions.

NOTE: To ensure that council by-laws are reviewed and revised annually as required, a letter from the corporation is sent to the National Council via next higher council, stating that the by laws have been reviewed and there are no revisions; or, that they have been reviewed and are submitting the revisions for approval.

REFERENCE: Applicable government laws & statutes.
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