

SOCIETY OF SAINT VINCENT DE PAUL
National Council of Canada

Committee Terms of Reference

Committee Name: **Bylaws**

Type : Standing

Goals :

- a) To review/revise the bylaws of the National Council of Canada annually.
- b) To review bylaws submitted for approval by Conferences or Councils that are incorporated or to be incorporated, and ensure their annual review.

Membership :

- National Council President (ex-officio)
- The Chair is a Vice President, appointed by the National President.
- Two or more members, appointed by the National President.

Meetings : As required by tasking.

Responsible to: The Executive Committee and the Board of Directors of the National Council of Canada.

Reporting & Deadlines: To the Executive Committee and the Board of Directors. Full report of activities annually at the Annual General Assembly.

Specific Duties, Functions or areas of Responsibility :

National Council

- a) Review existing National Council Bylaws, and report any required revisions to the Executive Committee and the Board of Directors.
- b) Prepare draft of new bylaw (s), as directed by the Executive Committee and/or Board of Directors
- c) Present draft bylaw to the Executive Committee for review and support.
- d) Forward draft bylaw to the members of the Board of Directors for their review, with instructions for consultation with interested parties, and a specified date for completion of consultation and decision making.
- e) Present draft bylaw to the Board of Directors for review/discussion and approval to bring to the Voting Members at the Annual General Assembly as appropriate.

Other Councils/Conferences

- f) Review all bylaws properly* submitted by councils/conferences for approval by the National Council.

*Three copies of bylaws document, duly processed through the appropriate memberships and councils, with signatures of presidents and secretaries and dates, (last page of document) must be submitted before review and approval.

- g) If appropriate, prepare requested revisions to be returned to the appropriate council or conference.
- h) If appropriate, prepare report and submit for approval by the Board of Directors and the President and Secretary signatures.
- i) Prepare cover letter to accompany two copies of approved bylaws. Signed copies are to remain with all higher councils.

Approval/Review Date: Annually

Board of Directors Approval: May 2004

Revised :