

# Appendix F. Bylaws Committee Terms of Reference

## **Name**

The name of the Committee is the Bylaws Committee.

## **Mandate**

The Bylaws Committee reviews the Local's Bylaws, proposes amendments to the Bylaws, and vets members' amendments to the Bylaws. The Committee presents its recommendation package at a Stewards' Meeting for approval and then presents the package at the Annual General Membership meeting for ratification.

The powers and functions of the Committee and the Amendment process are specified in the PSAC 610 Bylaws.

## **Membership**

Chairperson: the Administrative Chair, or a designate nominated by the chair and approved through election by the Committee.

Minimum of 3 members, other than the chair.

Maximum of 15 members, including the Administrative Chair and the President and Postdoc Chair as *ex officio* members.

Members will be selected by the Administrative Chair and approved by the Executive Committee after a call-out has been sent to the general membership.

Where possible, members of the Committee will normally consist of a representative of each of the divisions: Arts & Humanities, Biological Sciences, Physical Sciences, Social Sciences and postdoc divisions.

For transparent operations, the Bylaws Committee requires a simple majority of members to conduct business. Thus, regular attendance is a priority for committee members. Any committee member who must miss more than two meetings during the term of the committee will be asked to withdraw from the committee with the committee's gratitude for their interest. Any member who, having missed two meetings, does not withdraw, will have their continued membership in the committee subject to a motion put to the committee, whose decision in that instance will be final.

## Membership Selection

Interested members must send an email to the chair of the Committee at [admnp610@gmail.com](mailto:admnp610@gmail.com) (please cc [staffpsac610@gmail.com](mailto:staffpsac610@gmail.com)). Members should indicate the following information:

- Name and department/faculty of study

- A statement of interest (two or three sentences) indicating why they want to serve on the Bylaws Committee
- Availability for required meetings (see meetings section). All members who express an interest by the deadline set by the Administrative Chair will be considered for appointment to the Committee.

## **Meetings**

A schedule of meetings will be proposed by the chair once committee members are appointed.

### *Duration and Location*

Meetings will be held in the PSAC Local 610 Office, Somerville House Room 1313.

## **Procedures**

The Committee will proceed under the Bournoints Rules of Order.

Proposed changes to the Bylaws from the General Membership shall follow the procedure in section 18 of these bylaws .

## **Deliverables**

The Committee shall communicate its decisions to the PSAC Local 610 Office Manager and the Executive Committee. The Committee shall also present its recommendation package at the Winter Stewards' Meeting for approval. If the report of the Bylaws Committee is adopted by the Stewards, the Bylaws Committee shall present the final Bylaws proposal (with amendments, if any) at the Annual General Membership meeting for ratification.

## **Honoraria**

Honoraria will be provided to all non-executive members of the Committee, according to section 16.3.

## **Duty to Accommodate**

PSAC Local 610 is dedicated to upholding the finding of the Canadian Human Rights Tribunal and the Federal Court of Canada ruling that workers must receive accommodation for their childcare needs.

Committee members needing childcare during hours spent performing committee work will be provided with a subsidy to offset the cost of accessing quality childcare.

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