

TERMS OF REFERENCE

AIM / PURPOSE

To monitor and ensure a system for the review and update of the Bylaws, Regulations to Bylaws, Policy Guidelines and UNDE Policies of the Union of National Defence Employees (UNDE) and report to the members through the National Executive (NE).

To ensure that the bylaws, regulations, policies and resolutions of record are reviewed in a timely manner following the triennial convention.

STANDING BYLAWS COMMITTEE MEMBERSHIP

The Committee is selected / appointed by the National President. The Committee is stood up immediately following triennial convention prior to the adjournment of the National Executive and is ratified during the first National Executive. The Committee will be comprised of no less than three (3) National Officers and could be greater in number if the National President / NE deem it necessary. The National President will be an ex officio member of the Committee.

That the terms of reference for the Standing Bylaws Committee be approved by the National Executive.

STANDING BYLAWS COMMITTEE CHAIR

The Chair of the Committee shall be elected from among its committee members.

ROLES AND RESPONSIBILITIES OF THE STANDING BYLAWS COMMITTEE

The roles and responsibilities of the Committee:

- o Meet as required and at other times as deemed necessary by the Chair / NE / National President;
- o Review the Terms of Reference of the Standing Bylaws Committee;
- o Review the Bylaws, Regulations, Policy Guidelines, UNDE Policies and the Resolutions of Record as mandated by the UNDE triennial convention;
- o Review the Standing Bylaws Committee webpage on the UNDE website;
- o Recommend to the NE any changes that are needed in the policy as it relates to Bylaws, Regulations to Bylaws and UNDE Policy Guidelines;
- o The Committee shall submit a written report of their activities for the NE meetings and the UNDE Triennial Convention. The Chair shall prepare the written report, reviewed by the Committee members before submission;
- o Provide an up to date report on the Bylaws, Regulations and Policy Guidelines and Resolutions of Record which shall be included as part of the UNDE Triennial Convention documents distributed to all attendees who would normally receive the document package at the UNDE Triennial Convention;
- o That the Committee ensures compliance with the PSAC Constitution and Regulations;
- o A Staff person shall be assigned to assist the Standing Bylaws Committee at the discretion National President.