

# Constitution Committee Terms of Reference



## 1. Name

The name of this ETFO-WRTL committee shall be the Constitution Committee.

## 2. Composition:

- a) The Constitution Committee shall consist of a **minimum of 3** people, up to a maximum of 8 people, appointed by Representative Council upon recommendation of the ETFO-WRTL Executive.
- b) The Associate Vice-President who is responsible for the Constitution Committee will call the first meeting to elect a chairperson. The selection of the chairperson shall be subject to approval by Executive.
- c) The ETFO-WRTL president or designate shall be an ex-officio member.

## 3. Function and Role:

- a) The Constitution Committee is responsible to and shall take direction from ETFO-WRTL Executive
- b) Prepare and present a proposed budget and program outline to be approved by Executive prior to program implementation
- c) It shall be the responsibility of the Constitution Committee to:
  - i) record and distribute minutes of the committee meeting to members of the committee and the ETFO-WRTL president
  - ii) review the Local's constitution as deemed necessary by the Executive and/or Rep Council and prepare recommendations that will update and clarify the constitution,
  - iii) provide opportunities for members to become more engaged with the constitution
  - iv) receive/collect and review proposed constitutional amendments submitted by members in advance of the Winter Business Meeting
  - v) submit proposed changes to the local Executive with written rationale, 15 working days prior to any general membership meeting.
  - vi) to advertise and put out the call for proposed constitutional amendments in concert with the local office, 30 working days prior to the General Membership Meeting

## 4. Duties of the Members:

- a) The duties of the chairperson shall include:
  - i) meeting with the President or designate within 30 days of being elected chair
  - ii) calling and chairing meetings of the committee as needed
  - iii) reporting regularly, or as requested to Rep Council and/or Executive
  - iv) handling committee correspondence
  - v) keeping records of expenditures and receipts relative to the Constitution committee
  - vi) submitting receipts for payment of expenses to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer by June 1

- b) The duties of committee members shall include:
  - i) attending scheduled meetings of the Constitution Committee
  - ii) notifying the chairperson of the Constitution committee if unable to attend a meeting
  - iii) carrying out the functions as directed by the committee chairperson

## **5. Procedure for Resignation:**

- a) All resignations shall be by letter to the chairperson of the Constitution committee who in turn will forward the resignation to the ETFO-WRTL President.
- b) With the advice of the chairperson, Representative Council upon recommendation of ETFO-WRTL executive, will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

October 2017