

COMMITTEE CHARTER

Committee:	Bylaws and Governance Committee
Committee Sponsor:	Mount Royal Faculty Association
Date Last Revised:	May 24, 2017

Mandate

The Bylaws and Governance Committee shall make recommendations to the Executive Board regarding amendments to the Bylaws and other official documents of the Association.

Authority

The Bylaws and Governance Committee is a standing committee of the Mount Royal Faculty Association. It recommends amendments to the Bylaws and other official documents of the Association, normally at the request of the Executive Board, but may also initiate such recommendations.

The committee may review this charter as it deems necessary and submit proposed changes to the Executive Board for approval.

Membership

The Bylaws and Governance Committee shall consist of:

- the President, who shall be chair;
- The Executive Assistant (non-voting);
- two members of the Executive Board to be appointed by the Executive Board annually to serve a term of one year; and
- additional members as recommended by the committee and appointed by the Executive Board to serve in an advisory capacity (non-voting)

Meetings

Meetings of the Bylaws and Governance Committee shall be called as required by the chair. Quorum shall be two members of the committee, including the chair.

Expected Activities

The Bylaws and Governance Committee shall:

- as requested by the Executive Board, make recommendations regarding revisions or additions to the Bylaws or Policies and Procedures Manual;
- initiate recommendations to the Executive Board regarding revisions or additions to the Bylaws or Policies and Procedures Manual that it deems necessary;
- in carrying out its work, consult with the membership of the MRFA, other faculty associations, and any other sources that it deems appropriate;
- present proposed amendments to the Bylaws at the Annual General Meeting or at a Special Meeting called for the purpose of approving Bylaw amendments;
- develop recommendations regarding other aspects of Association governance and organization;
- prepare a report for the Annual General Meeting describing its work during the year.

Resources

The committee may submit requests to the Executive Board for expenditures from the 'Other MRFA Committees' budget line.