

Bylaw Revision Working Group

Establishment

The Board of Directors of the Graduate Students' Association (Association) has established the Bylaw Revision Working Group 2023-2024 as an ad-hoc committee under the provisions of the GSA's General Committee Terms of Reference and the authorities set out within. In the event of a conflict between the provisions of these Working group Terms of Reference and the General Terms of Reference, the General Committee Terms of Reference will govern.

Statement of Purpose

The purpose of this Working group is to review and amend the current GSA bylaws, in a way that ensures transparency and accountability throughout the revision process. The group will collect and review feedback, to make sure this governing document is thorough and effective. The revised bylaws will be in effect after the AGM if passed.

Authority

The Working group has the delegated authority to act autonomously as described below, on the condition that decisions made, or actions taken under this delegated authority are reported to the board:

- i. The Executive Director will appoint Active Members to the Working group to meet desired outcomes; and
 - ii. Other duties as required to meet the mandate of the Working Group.
-

Chair

1. By virtue of their position, the President shall assume the role of Chair by default and may delegate this to another member by approval of the Working Group.
-

Specific Chair Responsibilities

Specific Chair responsibilities, in addition to those outlined in the General Terms of Reference, include but not limited to:

- i. Ensuring Quorum is met for each meeting;
- ii. Prepare all meeting documentation and disseminate to working group

- members in a timely fashion; and
- iii. Prepare and adhere to a specific timeline to meet the objectives of the Working group.

The GSA Executive Coordinator shall:

- i. Schedule all Working group meetings; and
- ii. Prepare an agenda for each Working group meeting.

Specific Member Responsibilities

The responsibilities of the members for the Bylaw Revision Working Group include but not limited to:

- i. Familiarizing themselves with the Working Group's role in the Association;
- ii. Attend and actively participate in Working Group meetings;
- iii. Be an engaged and committed member of the working group, to ensure the goal of bylaw revision is completed in a timely and efficient manner;
- iv. Undertake work necessary to implement the Working Group work plan; and
- v. Contribute time, knowledge, skill, and expertise to the fulfillment of the Working Group's purpose.

Timeline

The timeline for the Bylaw Revision Working Group shall be:

- vi. The Bylaw Revision Working Group will run from mid-June until mid-August;
- vii. Working group member selection will occur until June 16;
- viii. The preliminary meeting would be scheduled for the third week of June;
- ix. All the amendments and feedback to the bylaws would be finalized by August 15; and
- x. The last meeting would be no later than August 18.

Membership

Membership for this Committee shall consist of the following:

- i. President (voting);
- ii. VP Finance and Services (voting);
- iii. Association's Executive Director (voting);
- iv. Association's Executive Coordinator (voting);
- v. Graduate Labor Union (GLU) Chair (voting);

- vi. GLU appointment (voting);
- vii. FSC Chair (voting);
- viii. GRC Speaker (voting); and
- ix. Three (3) Active Members (voting);
- x. All members will be selected in an application and an interview process conducted by the President, Executive Coordinator and Executive Officer.
- xi. Should a working group member miss more than two working group meetings, they may be removed from the group at the discretion of the Chair. Quorum will adjust accordingly until this member has been replaced.

Quorum

Quorum shall be called at the beginning of each meeting. Quorum shall consist of at least four (4) voting members:

- i. One of whom must be the President or VPFS;
- ii. One of whom must be the Association staff; and
- iii. Fifty (50) percent or greater of whom must not be Directors of the Board.