

## **Terms of Reference – Constitution and Bylaws Committee**

Approved by the Committee September 24, 1999

Revised and approved by the Committee March 26, 2004

Approved by the Board of Directors May 21, 2004

Revised and approved by the Committee September 2009

Approved by the Board of Directors September 22, 2009

### **Brief Description**

The CCMG operates under its constitution and bylaws, and these at times need interpretation or revision. The Constitution and Bylaws committee undertakes these functions, and considers matters of a legal nature for the College.

### **Mandate**

The mandate of the Constitution and By-Laws Committee of the Canadian College of Medical Geneticists is:

1. To receive, evaluate and provide opinions to the Board and members concerning constitutional and by-laws matters;
2. To prepare, on request from the Board, draft amendments to the Constitution and By-Laws;
3. With the consent of the Board, to consult legal guidance if matters requiring legal expertise arise related to the Constitution and By-Laws of the College.

### **Composition and Tenure**

- The Committee shall consist of 7 members, including representation from the Board.
- The normal term of membership shall be 3 years renewable once.
- Appointment of the Chair of the Committee will be by the Board of Directors of the College, on the recommendation of the Committee at least 6 months prior to the anticipated turnover.
- The normal term for appointment as Chair of the Committee shall be 3 years.