

NATIONAL ORIENTATION MANUAL * POLICIES AND PROCEDURES

COMMITTEE TERMS OF REFERENCE

Name: **Constitution Committee**

Type of Committee: Standing Committee

Purpose/Mandate:

The Committee shall oversee and monitor the formal governance structure of the CCI, ensuring that national and chapter bylaws are in compliance with current legislation and that they reflect the true activities of the Institute. Current responsibilities and mandate to include:

- (a) Interpretation and Implementation of National Bylaws
 - Act as a resource if clarification or interpretation is required by the Executive Board with the current bylaws
 - Monitor and track any revisions which might be required in future revisions of the bylaws
 - i) to ensure that all membership categories refer to “paid” memberships
 - ii) update/revise ‘Professional’ membership category – to be available to any person making an income from condominium
 - iii) update/revise ‘ACCI’ bylaw sections such that any one eligible for the revised Professional membership category, is eligible for the ACCI
- (b) Assistance with Chapter Bylaws
 - Ensure the bylaw template in the CCI-N Best Practices Manual is up to date to be compliant with new legislation
 - Compile the latest version of all Chapter Bylaws
 - Review chapter bylaws to be sure they are compliant with new legislation, and with National bylaws, and make appropriate recommendations to Chapters for amendments (NB: there are two chapters that are incorporated and for liability reasons CCI needs to monitor that their gov’t filings and submissions are up to date and in compliance)
- (c) Monitoring Governing Legislation
 - To ensure that CCI is aware and knowledgeable about legislation that will affect the Institute either/or at a national or chapter level (ie privacy, anti-spam, etc) and to bring such knowledge to the Executive Board

Accountability:

- Committee is responsible to the Executive Board

Membership Composition/Requirements:

- (d) Committee Chair – nominated and elected by the Executive Board
 - One-year term, renewable, and shall stand until their successor is duly appointed
 - To attend the annual Committee Chair orientation teleconference call
 - To attend regular Committee Chair meetings
 - To assist the Executive Board in recruiting additional committee members as required
 - To appoint and oversee any Subcommittee Chairs as required by the committee work
 - Provide regular committee reports for the Spring and Fall National Council meetings
 - Serves as a resource to the Executive Board and keeps the Executive duly informed of any strategic issues of a national nature
- (e) Committee shall consist of a core committee of members knowledgeable about governance, bylaws and NFPA legislation
- (f) The Executive Board shall appoint a member of the Executive to be a liaison on the committee who shall be a resource on clarification of the national strategic direction

Meetings

- (g) The committee shall meet a minimum of 4 times annually, in person or teleconference
- (h) Keep minutes of committee meetings, to be posted on the virtual boardroom as a resource for all Council/Executive/Chapter directors

Staff

- (i) Provides support to the committee through full professional and administrative services and as such shall attend all committee meetings and shall be responsible for taking meeting minutes

(November 2015)