

Trout Lake Campers Association – Sudbury District

Ad Hoc Bylaw Review Committee – Terms of Reference

1. PURPOSES

The Bylaw Committee shall be responsible for the following:

- to carry out both regular and special reviews of the organization's Bylaws,
- to assess proposals made to the Board for Bylaw amendments, and
- to recommend Bylaw amendments to the Board when appropriate.

2. KEY RESPONSIBILITIES

The Bylaw Committee shall be responsible for the following:

- developing proposed Bylaw amendments when appropriate or when directed to do so by the Board,
- assessing proposals for Bylaw amendments made by Members or other parties when appropriate or when directed to do so by the Board,
- developing or amending schedules for the review of our Bylaws when appropriate or when directed to do so by the Board,
- implementing any scheduled review of our Bylaws when directed to do so by the Board,
- reporting on the progress or the results of any scheduled review of some or all of our Bylaws to the Board when appropriate or when directed to do so by the Board, and
- completing periodic risk assessments related to the above key responsibilities and if appropriate proposing potential remediation plans to the Board.

3. COMPOSITION AND APPOINTMENT

The Committee shall be chaired by a Board member appointed by the Board and shall consist of three to five Board members appointed by the Board and up to two other Members appointed by the Board.

Committee members normally serve for a term of one year but they may be reappointed by the Board for additional one-year terms.

4. MEETINGS

The Committee meets as required to fulfill its responsibilities. If consensus cannot be reached decisions will be made by majority vote.

5. REPORTS

Reports of the Committee are presented to the Board for information.

Recommendations of the Committee are presented to the Board for approval.

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6. EVALUATION

The Committee reviews and evaluates its performance and terms of reference annually. The purpose of the evaluation is to ensure that the Committee structure continues to serve the needs of the Board and the membership.

Effective Date: May 13, 2025 (Board Approval)

Date of Last Amendment: _____

Next Scheduled Review: _____