

# Constitution & Bylaws Committee

## Charter

### 1. **Membership**

- a. Existence of committee required by Bye-law 24, but composition not defined there or in Policies&Procedures.
- b. Minutes of Chicago "The AC decides the number of members of each Committee." J.C.Barbenel appointed Chairman, A. Infantosi and J Spaan members.
- c. Subsequently R Kirsner co-opted.

### 2. **Term of Appointment**

Undefined, but assumed to be 6 Years.

### 3. **Function, Scope and Responsibilities**

- a. "The General Assembly shall appoint a committee to be responsible for the review of the Constitution and Bye-laws."-Bye-law 24.
- b. In practice the committee scrutinises applications for membership and advises the Secretary-General who " shall assemble a dossier on each applicant and submit it to the AC for comment and review. The completed application shall be submitted to the General Assembly...".

### 4. **Responsibilities of Chair**

Undefined

**5. Responsibilities of Vice Chair**

No VC

**6. Procedures**

- a. Chairman receives applications for membership and Constitution and Bye-laws of applicants. Consultation with other members of C&B Committee and others as required. Notification of conclusions to Secretary General.
- b. Chairman prepares amendments to Constitution and Bye-laws, as requested. Circulated to members of Constitution and Bye-laws Committee, and others as required, for discussion. Agreed amendments submitted to AC.

**7. Time Table**

- a. Applications for Membership sent to Secretary General to satisfy Bye-law 14 ie to ensure that Agenda containing details of applicants can be sent to those attending General Assembly at least 30 days before Assembly meeting.
- b. Changes in Constitution and Bye-laws are sent to Secretary General before AC meetings.

*Comment:*

Who is responsible for identifying failures to carry out requirements of Constitution and Bye-laws?