APPROVED MARCH 2026
NEXT BOARD REVIEW JUNE 2028

TERMS OF REFERENCE

TITLE:	CONSTITUTION, BYLAWS AND RESOLUTIONS COMMITTEE
STATUS:	Standing committee established by the Bylaws
PURPOSE:	To initiate, receive, vet, prepare and present constitutional and bylaw amendments, policy resolutions, business resolutions, and position statement resolutions to the Annual Meeting. To initiate, receive, vet and present negotiations considerations to the Annual Meeting. To initiate, receive and facilitate the presentation of open forum discussion papers to the Annual Meeting. To ensure that all constitutional and bylaw amendments passed at an Annual Meeting are properly incorporated into the Constitution and Bylaws. To ensure that Local Bylaws are current and a copy is retained in the Regina office.
COMPOSITION:	Four (4) members elected by and from the membership for a two year term. One (1) member appointed by and from the Board of Directors. Ex Officio: Staff assigned. The Chairperson shall be elected by and from the committee. Quorum shall be the majority of the committee members, one (1) of which must be the appointed member from the Board of Directors.

MEETINGS: Committee meeting schedule will be determined by SUN upon review of organizational needs and will be communicated to committee members.

Attendance at committee orientation following election.

The committee shall be budgeted for six (6) meeting days per year, in addition to the Annual Meeting. The committee may request additional meeting days, subject to the approval of the Board of Directors.

Meetings will be held in advance of Board of Directors meetings whenever possible.

Attendance at the Annual Meeting and Bargaining Conference.

The committee shall meet at the call of the Chair, or at the written request of two committee members to the President or the Board of Directors, giving at least three (3) weeks notice.

Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

AUTHORITY: To operate in accordance with SUN Bylaws.

DUTIES AND RESPONSIBILITIES:

1. To initiate the Call for Constitutional and Bylaw Amendments, Policy Resolutions, Business Resolutions, Position Statement Resolutions and to initiate the Call for proposals for Negotiations Considerations and Organizational Considerations, and to initiate the Call for Open Forum Discussion Papers.

2. To receive constitutional and bylaw amendments, policy resolutions, business resolutions, and position statement resolutions, and present to the Annual Meeting.

3. To vet, in consultation with legal counsel, constitutional and bylaw amendments, policy resolutions, business

resolutions, and position statement resolutions, ensuring all submissions are in order. NOTE: Submissions that do not have financial implications will be deemed out of order.

4. To prepare constitutional and bylaw amendments, policy resolutions, business resolutions, and position statement resolutions.

5. To present all constitutional and bylaw amendments, policy resolutions, business resolutions, and position statement resolutions, deemed in order, to the Annual Meeting.

6. To receive organizational considerations submitted to the Annual Meeting.

7. To vet organizational considerations ensuring all submissions are in order and not outside of the scope of SUN.

8. To prepare organizational considerations for the Annual meeting.

9. To present organizational considerations, deemed in order, to the Annual Meeting.

10. To receive negotiations considerations to the Annual Meeting in non-bargaining years.

11. To vet negotiations considerations ensuring all submissions are in order. NOTE: Provisions already in a collective bargained agreement or outside of the scope of SUN will be deemed out of order.

12. To prepare negotiations considerations, for the Annual Meeting.

13. To present negotiations considerations, deemed in order, to the Annual Meeting in non-bargaining years.

14. The deadline for submission of urgent resolutions at the Annual Meeting shall be determined by the Constitution, Bylaws and Resolutions Committee.

15. In accordance with decisions from the Annual Meeting, incorporate Constitution, Bylaw and position statement amendments into the appropriate documents and ensure distribution to the membership.

16. To ensure annually that Local Bylaws are current and a copy is retained in the Regina office. A list of Local Bylaws that are not current will be communicated to the Board of Directors and Network Leads for follow-up.

17. Reviews and recommends approval to the Board of Directors of Local Bylaws.

18. To receive and facilitate the presentation of the open forum discussion papers at the Annual Meeting.

19. Prepares a committee report for the Annual Meeting.

20. All committee meeting minutes, including recommendations to the Board of Directors, must be submitted to the Regina office within ten (10) days of the meeting.

21. Board of Directors members assigned to a committee shall be the official channel of communication between the Board of Directors and that committee.

FUNDING: Members shall receive remuneration as per SUN policies.