

# Manitoba College of Social Workers

## By-Law Committee

### Terms of Reference

#### Purpose

The Bylaw Committee provides guidance and advice to the Board with respect to maintaining and revising the General Operating By-Law of the Manitoba College of Social Workers (the By-Law) to ensure that the By-Law clearly and accurately reflects the College's policies, procedures and operations. In reviewing the By-Law, the By-Law Committee may also identify possible revisions to the *Social Work Profession Act* and the Social Work Profession Regulation for consideration by the Board.

#### Composition

The By-Law Committee shall be composed of:

- at least 3 members of the MCSW Board of Directors
- the MCSW Executive Director/Registrar

Additional members of the College may be appointed to the By-Law Committee at the discretion of the Board of Directors. The Chair of the Committee shall be selected from among the Committee members. Additional MCSW staff and/or legal counsel may participate in meetings as deemed necessary.

#### Authority

The By-Law Committee has the responsibility to:

1. conduct an annual review of the By-Law
2. periodically review the *Social Work Profession Act (the Act)* and the Social Work Profession Regulation (the Regulation)
3. understand the operationalization of the Act, Regulation and By-Law
4. consider updates and changes to the By-Law
5. propose additions, deletions and/or revisions to the By-Law for consideration by the Board
6. consider updates and changes to the Act and/or Regulation for consideration by the Board to establish proposals to government

#### Decision-Making

Decisions of the By-Law Committee will be determined by consensus whenever possible. Where a consensus decision is not possible, all information regarding the related matter will be presented to the Board for consideration.

#### Quorum

Three (3) persons shall comprise a quorum of the By-Law Committee.

#### Terms

By-Law Committee members who also serve on the Board of Directors may serve on the committee for the duration of their terms on the Board. With the exception of the Executive Director/Registrar, all other persons on the Committee shall serve for a period of two (2) years and may be renewed for a successive term of two (2) years.

**Meetings**

The Committee will meet as needed (i.e. when an issue with the By-Law is identified) or at the request of the Board and/or Executive Director/Registrar.

**Reporting and Accountability**

Members of the By-Law Committee shall adhere to the MCSW Code of Conduct. The By-Law Committee is accountable to the Board of Directors and will record and maintain minutes of all meetings.

Approved by the MCSW Board – June 22, 2017. Amended September 11, 2017, February 22, 2018.