



**Terms of Reference**  
**Bylaws Committee**  
*Approved by Board of Directors*

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**Composition**

- Committee Chair (appointed by the Board of Directors)
- Board Liaison (may be any member of the Board of Directors)
- 1 to 4 members at large

**Responsibilities and Authority**

The Bylaws Committee is responsible to, and operates under the direction of Rope Skipping Alberta's Board of Directors. The Bylaws Committee will recommend changes to the approved Bylaws to the Board of Directors and will only present changes approved by the Board of Directors to the membership.

**Function**

- Monitor legislation for changes that impact Rope Skipping Alberta's Bylaws.
- Review approved Bylaws annually and propose changes to the Board of Directors. Bylaw changes may not be required each year and the recommendation to the Board of Directors may be not to make changes.
- Prepare communications for RSA's website, social media, and e-newsletters on committee initiatives.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.
- Prepare and submit an annual budget to the Board of Directors for approval.
- Prepare and submit initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.
- Ensure that meeting minutes are maintained and provided to the Chair and Secretary following each meeting.
- Provide a list of Committee Members annually for approval by the Chair.
- Ensure that the Terms of Reference for the Committee is accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Amended:      April 22, 2018  
                    January 2, 2022  
Approved:      February 6, 2022