

## CONSTITUTION AND STRUCTURE COMMITTEE

### GENERAL RESPONSIBILITIES

1.	Review the constitution and recommend changes as directed by the Board of Directors
2.	Prepare a review of the Constitution for committee and board members.
3.	Ensure the Constitution is written in clear language.
4.	Review the structure of our Union including: Local makeup, Executive descriptions, Board of Director entitlement, Delegate entitlement, Steward/Chief Steward election process and entitlement and recommend to the Board of Directors any changes required or needed.
5.	Prepare for the Board of Directors and/or any Local, any constitutional amendments for convention.
6.	In regards to a dispute between a member and the President's interpretation of the constitution, review and prepare recommendations to the Board of Directors.
7.	Within ninety (90) days of the conclusion of the PEI UPSE annual convention, review all constitutional amendments passed and ensure these changes are implemented.
8.	Review all resolutions submitted to the annual convention to ensure presented resolutions do no conflict with the constitution. If resolutions submitted do conflict with the constitution, prepare new language for the Board of Directors which will reflect the intent of the resolution.
9.	Plan and work within committee budget requirements.
10.	Prepare a written report on committee activities at Board of Director meetings.
11.	Prepare and present a written report on committee activities for convention.
12.	Undertake and report on projects assigned as required.
13.	Submit committee minutes to the PEI UPSE office within seven (7) days following each meeting.