

## CONSTITUTION AND BYLAWS COMMITTEE

(November, 2015)

The first duty of the committee shall be to examine the present Bylaws and Guidelines and prepare them in a uniform format for adoption as Bylaws. This shall be accomplished as soon as possible.

After adoption of the Bylaws the committee shall then and henceforth:

- A. Review Constitution and Bylaws as a whole annually to:
  1. Make sure what is being done “in practice” is in keeping with the Constitution and Bylaws.
  2. Suggest changes to the Constitution and Bylaws.
  3. Present such changes to the Board of Trustees for consideration and possible adoption.
- B. Meet as the need arises to handle any situation that needs to be addressed.
- C. Receive recommendations from the membership for changes or additions to the Constitution and/or Bylaws. Upon receipt of such recommendations, the committee shall:
  1. Consider the recommendation.
  2. Report, at the next meeting of the Board of Trustees, the recommendation and their findings concerning that recommendation, inviting discussion.
  3. If appropriate, prepare the recommendation for adoption following the protocol outlined in the Constitution as amended.
- D. The chairperson shall call and convene meetings as necessary, with a minimum of one annually to review the Constitution and Bylaws.
- E. The chairperson shall report proceedings to the responsible officer and/or the Executive Committee.
- F. The chairperson shall have the responsibility of recording any action taken by the committee and the outcome of any action taken by the Board of Trustees. A copy will also be given to the Secretary for filing. Upon replacement as chairperson of the Constitution and Bylaws Committee, the outgoing chairperson will surrender all documentation to his/her replacement.