

BYLAWS COMMITTEE

Eligibility

A candidate for this office shall have been an active member in good standing for at least two club years by the date assuming office

Composition

The bylaws committee shall be composed of the elected chairman and four members appointed by the chairman. The parliamentarian serves in an advisory capacity to the bylaws committee. Invite the president and president elect (ex officio) to the meetings

Duties

1. Read and understand the bylaws and standing rules. Keep a copy of Robert's Rules of Order
2. Attend all board meetings
3. Consider, edit, and /or correlate amendments submitted by the board of directors, the executive committee, standing and special committees, and members. Publish all proposed amendments and standing rule changes in the newsletter. This satisfies the requirement that all members of the Fillies have been notified in writing 10 days before voting on a proposed. Standing rule changes can be voted on by the board at its regular meeting, then reported in the next newsletter
4. May originate amendments
5. Inform the yearbook chairman of any changes so that they may be printed in the new yearbook. Work closely with the yearbook chairman in proof reading the bylaws and standing rules making sure all changes have been printed correctly
6. Keep a copy of the bylaws, standing rules and special rules of order with any amendment. Give a copy to the president and attach a copy to your end of the year report

Skill Set

Thorough knowledge of Robert's Rules of Order -10th Edition

Attention to detail

Correct grammar and punctuation skills

Ability to present bylaw changes concisely and in an orderly fashion at the general meetings