SECTION 19

BYLAWS COMMITTEE

* Chairperson Responsibilities
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**BYLAWS COMMITTEE CHAIRPERSON RESPONSIBILITIES**

The Immediate Past President of the Board of Directors chairs the Bylaws Committee.

The Bylaws Committee Chair has the following responsibilities:

1. The Board of Directors will serve as the committee.
2. Conducts an annual review of the bylaws presenting any proposed changes/recommendations to the Board.
3. Drafts board approved recommended changes to the bylaws for consideration by the membership. This includes distribution of recommended changes.
4. Reviews the bylaws in order to have a thorough knowledge of them and to serve as the bylaws “authority” for the board and the membership.
5. Assists the president, as requested, especially with correspondence with the board or AFMA members.

RECOMMENDED COMMITTEE SIZE: Board. Moderate time commitment.

Background: The By-Laws are written in legalese and need to remain that way. There has been discussion about creating a “easy to read” cheat sheet.

**BYLAWS COMMITTEE TIMELINE**

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| **MONTH** | **ACTION ITEM** |
| July/August | Before FBM, review By-Laws and meet with Past President and President to discuss any potential changes. |
| August / September | At FBM, Conduct a review of the bylaws with the Board. |
| December | Present recommended changes to the bylaws to the Board. |
| January/February | Finalize Board recommended changes to the bylaws. Provide these to the AFMA Executive Secretary for the Annual Business Meeting mailing. This mailing must occur 30 days in advance of the Annual Business Meeting. |
| Ongoing | Provide the Board with information regarding the bylaws as necessary. |