

BYLAWS CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.02 Elective Standing Committees.

(f) **Bylaws.** The Bylaws Chair shall be Chair of this committee. This committee shall be composed of the Parliamentarian, and members as deemed necessary to amend chapter bylaws, standing rules, and policies as directed by the Board and membership; and review and update job descriptions.

Article 14 Bylaws and Amendments

14.01 Bylaws for Chapters. The chapter shall be governed by these bylaws. The bylaws shall not conflict with any federal laws or with the laws of the state in which the corporation is incorporated. In the event of any conflict, the laws of the state shall prevail.

14.02 Amendments and Revisions. These bylaws may be amended or new bylaws adopted at any regular meeting, or at any special meeting called for that purpose, provided that written notice of each proposed amendment or the proposed new bylaws shall have been given to each voting member at least thirty (30) days prior to the date of any such meeting, or at the previous regular meeting.

Standing Rules

Article 3. Committees

3.04 Job Descriptions. Committee chair shall review and submit updated job descriptions to the Bylaws Committee annually. New and updated job descriptions shall be approved by the Board.

General Board Responsibilities

The Chair shall:

1. Attend Board meetings in a voting capacity and submit required reports to the President and Board.
2. Conduct Bylaws Committee meetings as needed.
3. Appoint Bylaws Committee Vice-Chairs and committee members subject to Board approval. The Bylaws Committee shall include the chapter Parliamentarian.
4. Not be required to serve as a member of any other specific Committee.
5. Submit a proposed budget to the Finance Committee for the succeeding year.
6. Manage the Bylaws Committee budget and approve invoices and vouchers.
7. Maintain a Bylaws Committee procedure book and/or electronic records file.

8. Prepare and submit a year-end Final Report to the President by the specified deadline. Place in the Bylaws Committee procedure notebook and/or Master Data File.
9. Submit job description changes to the Bylaws Committee in accordance with Bylaws 8.02 (f).

Specific Position Responsibilities

The Chair shall:

1. Oversee review of current chapter bylaws, standing rules, and policies and adopt, amend, or revise as directed by the Board and membership; and National Assistance League.
2. Oversee review of job descriptions in accordance with Bylaws 8.02 (g). Submit job descriptions to the Board for approval.
3. Present motions to amend or revise bylaws, standing rules, or policies to membership at chapter regular meetings.
4. Forward amended bylaws, standing rules, policies and job descriptions to for posting on the chapter website.
5. Notate revised documents in the upper right-hand corner, in Arial 9 font, with the date of the revision and initials of revising committee, e.g., "blc" for bylaws committee".
6. Review chapter program policies at least every three years; communicate with and get input from respective committees.
7. Keep the following binder current in the chapter office: Bylaws, Standing Rules, and Policies. Ensure "redline" versions of Bylaws, Standing Rules and Finance Policies which show approved revisions or amendments made throughout the year are saved in the MDF.
8. Confirm current documents are submitted to the Master Data File (MDF) at least once a year.
9. Review the chapter website routinely to confirm posted documents are current.
10. Delegate the above duties to members of the committee except for those restricted to the Chair alone.

Technology: Microsoft Word, email proficiency, ability to attach multiple documents to email communications.