

# **BYLAWS COMMITTEE CHAIRMAN**

## **JOB DESCRIPTION**

### **BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY**

#### **Article 8 Standing and Special Committees**

##### **8.02 Elective Standing Committees**

Bylaws. The Bylaws Chairman shall be chairman of this committee. This committee shall be composed of the Parliamentarian and members as may be deemed necessary to carry out the work of the committee. The duties of this committee shall be to: amend chapter bylaws, standing rules, and policies as directed by the Board and membership; and maintain chapter bylaws in conformity with bylaws of National Assistance League.

#### **Bylaws Article 14 Bylaws and Amendments**

##### **14.01 Bylaws for Chapters.**

The chapter shall be governed by these bylaws. The bylaws shall not be in conflict with the Bylaws of National Assistance League, any federal laws or with the laws of the state in which the corporation is incorporated. Conflicts unresolved by a standing committee to be determined by the National Board shall be referred to the National Board for resolution, and the decision of this body shall be final. 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.

##### **14.03 Conforming.**

When amendment of these bylaws shall become necessary by action of National Assistance League, the Bylaws Committee of the chapter is authorized to conform these bylaws in accordance therewith, and such amendment shall have the same force and effect as if adopted by the members of the chapter in accordance with the provisions of 14.02 of this Article.

##### **14.04 Filing.**

Current bylaws and standing rules shall be on file at National Assistance League.

#### **Standing Rule 3.04 Job Descriptions\***

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

\*approved 10/13/16 by ALSLC board; not yet approved by NAL as of that date

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The following are rules developed by the Chairman for the operation of this Committee:

The chairman shall:

1. Appoint committee, subject to Board approval. The Committee shall include the Parliamentarian. (approved Aug 2016 by ALSLC board; not yet approved by NAL).
2. Attend Board meetings in a voting capacity.
3. Hold monthly Bylaws Committee meetings; additional meetings may be called as needed.
4. Cross-reference related sections of chapter bylaws, standing rules and Auxiliary Policies for conflicts. (NAL 5/12)
5. Upon approval of the Board, submit proposed amendments to National Bylaws Consultant for review before amendments are presented to membership for approval. (A 30-day prior notice to membership of proposed amendments is required. (NAL 5/12)
6. Incorporate approved amendments into chapter bylaws, standing rules or auxiliary policies after membership approval.
7. Submit final, amended copy of bylaws, standing rules or auxiliary policies to the National Bylaws Consultant electronically in Microsoft Word format [Arial size 11 font] for filing in the national office. Do not submit copies to the national office directly. (NAL 5/12)
8. Incorporate conforming amendments, when applicable, into chapter bylaws upon amendment of Bylaws of National Assistance League [aka "Templates"] at an annual meeting. Membership approval is not required. (NAL 5/12)
9. Review Chapter Program Policies at least every three years, referring any suggestions or changes to the Board and membership.
10. Prepare Program Policy drafts if requested to do so by the Program Chairman.
11. Maintain a chapter bylaws procedure book and a national notebook.
12. Prepare two (2) copies of the annual report to be submitted to the President by April 15, retaining the original for the bylaws chapter procedure book.
13. Pursuant to Standing Rule 3.04, work with the supervising member of the Board to review annual updates made by officers and chairmen to Job Descriptions, to help ensure compliance

with Bylaws, Standing Rules and Policies, before Job Descriptions are submitted to the Board for approval.

14. Technology: Members should have at least basic computer technology capability including proficiency with Microsoft Word.