



Committee Description	2.03
Date of Enactment	September 1998
Date last reviewed	February 2020

## **BYLAWS COMMITTEE**

### **DEFINITION**

The Bylaws Committee shall be a standing committee reporting to the designated Board Liaison.

### **OBJECTIVES**

1. To review ANG Bylaws, Policies and Procedures, Position and Committee Descriptions, and Model Bylaws for Chapters for consistency with the object of ANG as stated in the Bylaws: "The object of this Guild is for educational and cultural development through participation in and encouragement of interest in the art of needlepoint."
2. To review and approve chapter bylaws.
3. To maintain the official ANG Chapter Bylaws file with copies of all approved chapter bylaws.
4. To assist the Vice President for Membership with changes to the Model Bylaws for Chapters.
5. To assist chapters in the development and revision of their bylaws.
6. To advise the Board of items that should be considered for amendment in the ANG Bylaws, Policies and Procedures, and Criteria and Position and Committee Descriptions.
7. To prepare ANG Bylaws amendments for consideration by the membership based on direction from the Board of Directors.
8. To provide verbal and/or written interpretation of the ANG Bylaws, Policies and Procedures, Position and Committee Descriptions, Model Bylaws for Chapters, and parliamentary authority.

### **STRUCTURE AND TERM OF OFFICE**

1. The Bylaws Committee shall be composed of the following members:
  - Chairman
  - Designated Board Liaison
2. Term of office shall be at the discretion of the Board of Directors (BOD), with renewal by the BOD at the end of Seminar in odd numbered years or when a vacancy occurs.
3. At the conclusion of the term in office, all files and records will be transferred to the new Bylaws Chairman or to the Board Liaison.

### **RESPONSIBILITIES AND PROCEDURES**

The Chairman will

1. Upon receipt of new or revised Bylaws for a Chapter, review and approve or provide required changes to bring the chapter bylaws in conformance with the Model Bylaws for Chapters, and provide written recommendations of improvements for consideration by the Chapter.
2. Maintain the current official ANG Chapter Bylaws file with copies of all approved chapter bylaws.
3. Provide a copy of approved and signed chapter bylaws to the Vice President for Membership.
4. Work with the Vice President for Membership on changes to the Model Bylaws for Chapters.
5. Assist chapters in the development and revisions of their bylaws, and provide guidance and advice when requested.
6. Advise the Board of Directors of items that should be considered for amendment in the ANG Bylaws, Policies and Procedures, and Model Bylaws for Chapters.

7. Prepare bylaws amendments, based on direction from the Board of Directors, for consideration by the membership.
8. Provide verbal and/or written interpretation of the ANG Bylaws, Policies and Procedures, Position and Committee Descriptions, Model Bylaws for Chapters, specific chapter's bylaws, and parliamentary authority when requested.
9. Send a written report of action taken and items for Board consideration when requested by the Board Liaison.

## **FINANCES**

Reimbursement will be paid for these expenses: postage, photocopying, office supplies, and other Board-approved purchases incurred in the business of the committee. Official ANG forms are available from the Treasurer or the designated Board Liaison. Copies of receipts must be attached to the reimbursement request. Submit check request forms to the Board Liaison for approval and subsequent payment by ANG.

## **GENERAL**

1. Article XII, Section 2 of the ANG Bylaws state: "The President shall be a member *ex-officio* of all committees except the Nominating Committee." ANG practice also includes the President Elect.
2. This Committee Description may be changed by the Board of Directors or upon recommendation of the Bylaws Chairman with approval from the Board.