

By-Laws Committee

General Responsibilities:

The By-Laws Committee suggests and prepares changes to WMCA By-Laws as requested by the membership or the Executive Committee.

Organization and Tasks:

1. The President of WMCA will appoint: a Committee Chair; a member of the Executive Committee to act as a liaison; and as many committee members as necessary to accomplish the tasks of the committee.
2. Following the Annual Business meeting, the Chair transmits the most recent edition of the WMCA By-Laws to each member of the committee and sends a written copy and electronic file to the WMCA Secretary (the custodian of the approved By-Laws), -the Membership Committee Chair for distribution in the New Clerks packet and to the Webmaster for posting on the WMCA website.
3. Committee members review and become familiar with the WMCA By-Laws. The committee, in conjunction with the Executive Committee determines whether any amendments to the By-Laws are necessary. The committee communicates proposed By-Laws changes to the Executive Committee for discussion at the January meeting.
4. The Chair coordinates all committee activities to ensure that By-Laws changes are finalized for adoption and transmitted to the President and Secretary at least thirty (30) days prior to the Annual Business meeting to allow distribution to voting members at least 20 days prior to the Annual Business meeting (per By-Laws Article 13, Section 1).
5. The Chair, or the Chair's designee, introduces all By-Law changes at the Annual Business meeting, states the reason for each By-Law change introduced and seeks a vote on each through appropriate parliamentary procedure.
6. At the President's request the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
7. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2006-2007) for distribution to the committee members at the Annual Conference.
8. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.