

# **Jardineros de Placitas**

## **Job Description - BYLAWS CHAIR**

### ***BYLAWS REFERENCES:***

#### Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

#### Article IX

Sec. 1: There shall be the following Standing Committees: Benevolence, Community Service, Constitution and Bylaws, History, Refreshments, Membership, Nominating, Program, Website, and Yearbook.

Sec. 4: The Constitution and Bylaws Committee shall periodically review the Bylaws of the Club to insure that they meet its requirements and shall present to the Board of Directors any recommended changes. Adoption of all and/or any amendments approved by the Board must follow the procedure set forth in Article X. The chair of this Committee shall also act as Parliamentarian at all regular meetings.

#### Article XI

Sec. 1: Amendments to the Bylaws of the Club may be adopted at any regular meeting by a two-thirds (2/3) majority vote of all members present and voting. The proposed amendments must have received approval of the Board of Directors before submission to the membership. Notice of the proposed amendment must be given by either reading the proposal at a previous regular meeting of the Club or mailing the proposal to the membership not less than seven (7) days prior to the next regular meeting. For purposes of this section, the term "mailed" shall include a written notice sent to every member by any one or combination of the following methods: United States Postal Service, by other delivery, or by electronic means (e.g., electronic mail, facsimile, etc.).

Sec. 2: Standing Policies. Amendments to the Standing Policies may be recommended by the Board of Directors and adopted by a majority vote of members at a regular meeting.

#### Article XII

Sec. 1: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all instances in which they are applicable and in which they are not inconsistent with these Bylaws or the Club's Standing Policies.

***STANDING POLICY REFERENCES:*** None

### ***GENERAL DUTIES:***

A. Early in the year, review the Bylaws and the Standing Policies and record any needed or advisable amendments. Request Committee members to do so also, and send comments to you.

B. Throughout the year, accept and maintain records of bylaw amendments suggested by the Board of Directors, the general membership, and individual members. Send any suggested amendments to the Committee for comment.

C. Call meetings of the Committee as needed to review suggested or advisable amendments.

D. Present drafts of proposed amendments to the Board of Directors for review and approval for submission to the general membership.

E. After the Board has approved the proposed amendment,

- have it posted on the Club website, stating when it will be voted on

F. At the voting meeting, again be prepared to answer questions prior to the vote.

G. After approval of an amendment,

- Prepare and maintain a copy of the bylaws as amended
- Have the amended bylaws posted on the Club website
- Give a copy of the amended bylaws to each member of the Board of Directors

- Give a copy of the amended bylaws to each member of the Bylaws Committee

H. Act as Parliamentarian at all Club and board meetings.

I. Install new officers at January meeting.

J. Attend all Jardineros board meetings and perform such other duties as are assigned by the Board or the President.

COMMENTS AND SUGGESTIONS from predecessors:

Unless the proposed amendment is very short and clear, it is usually best to have a written draft available, first for the Committee to review and work from, then for the Board, and finally for the membership. The draft should be in a format that clearly shows the original language, any suggested deletions (by strikethrough, if you have it) and any proposed additions (by underlining or use of a different color.) It is helpful, also, for the Board and the membership, to add commentary to explain the Committee's rationale for each proposed change.

It is also a good idea to give people as much time as possible to study the proposal in advance. Email it to the Committee several days before a meeting.

Although the bylaws allow for notice either by reading at the meeting prior to the voting meeting or by advance e/ mailing, e/ mailing (or both) is preferred unless the proposal is short and clear. This gives people time to study the proposal and to ask questions in advance.

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