

Charter and Bylaws Committee

Official Responsibilities of the Committee

The duties of this committee shall include the following:

1. Maintain a continuing study of the Society's Charter and Bylaws and make recommendations to the Board for revisions;
2. Review proposed amendments to the Charter and Bylaws and make recommendations to the Board on the manner in which they shall be incorporated in the wordage of the Charter and Bylaws;
3. Serve in an advisory capacity in interpreting the provisions of the Charter and Bylaws;
4. Review and make recommendations to the Board on all new Chapter Charters and Bylaws and all proposed amendments thereto;
5. Review and make recommendations to the Board with respect to the maintenance of a model Chapter Charter and Bylaws;
6. In concert with the appropriate standing committees, effect an annual review of administrative and professional policies such that each policy will be reaffirmed, deleted, or revised at least every four years;
7. Keep the Board informed of committee activities; and
8. Prepare and submit for the consideration of the Budget Committee, and the review and approval of the Board of Directors, a plan of activities, programs, and projects that the committee proposes to undertake during the administrative year. The committee's plan should include a description, time schedule, and budget of anticipated expenses and revenues for each proposed activity, program, and project.

Duties

Members are asked to review and make recommendations to the Board of Directors regarding changes to the Charter and Bylaws. In addition, the committee maintains the Society's Administrative & Professional Policies. Members review and make recommendations to the Board on all new and existing Chapter Bylaws.

Volunteer Time Commitment

A maximum of one hour a month is requested based on frequency of meetings. This time is used to review and make modifications to the Administrative & Professional Policies. Additional time will be required on an as needed basis to review Charter & Bylaws changes.

Committee Meetings

Four meetings are scheduled each year. Frequency may vary depending on the needs of the Society. Meetings are conducted via conference call and usually last one to two hours.

FES Headquarters Contact

Kelly Harris-Jones
Executive Policy Coordinator
850-224-7121
kelly@fleng.org