

By-Laws Committee Charter

Last revised March 2025

Purpose

This committee will serve as a source for information relating to the application of By-Laws to questions that may arise in the ongoing operation of the Association. It should not be considered as a binding source but exists in an advisory capacity only.

This committee shall deal with By-Law related areas where the provisions of the existing By-Laws might need to be revised, corrected, or modified, and in matters not covered by existing provisions.

Responsibilities and Authority

- The committee has three roles: initiate, evaluation, and draft.
- The committee shall incorporate guidelines outlined for all board committees unless otherwise clearly specified in this charter.
- The committee may submit agenda items of importance to the Board of Directors at any time through the Chairperson or a board member on the committee.
- The committee receives and analyzes proposed By-Law revisions and By-Laws-related comments from the board, officers, members, other committees, making recommendations to the board concerning proposed revisions of the association's By-Laws.
- The committee drafts the language of proposed By-Law revisions for consideration by the board and, ultimately, the membership body.
- The committee requests and receives input and information from the board, officers, members, and other committees as needed.

Meeting and Administration

- Executive officers and board members may attend By-Laws Committee meetings with or without invitation or prior notice to the committee.
- Executive officers and board members may make inquiry of the committee or the members thereof and receive full cooperation.
- Members of the association may attend By-Laws Committee meetings, view By-Laws Committee meeting minutes, notes, memoranda, and other written materials upon prior consent of the president or the board.
- The committee may, but is not required, to keep minutes of its proceedings.



- The committee shall submit its report in time for the board to consider its contents prior to the meeting of the board.

Qualifications

Committee members must be an IAPSC member in good standing for at least one year.

Meetings

- Meetings will be conducted virtually, as needed or at a minimum, quarterly.
- The committee may invite Board members and/or staff liaisons to attend committee meetings and shall make reasonable efforts to schedule any meeting to accommodate all committee members and the staff liaisons.
- The committee will make regular and timely reports on its activities to the Board of Directors through the Board Liaison.

Staff Liaison

A member of the Association Management Company serves as staff liaison and who shall not have a vote on the committee.

Term of Chair

The Committee Chair is appointed by the Association President on an annual basis and serves at the discretion of each President.

Chair Responsibilities

- Provide leadership and guidance to the other committee members and staff liaison.
- Assist in coordinating and participating in necessary meetings of the committee, including virtual meetings, online chats, or other Association functions, as required.
- Provide information or submit articles for newsletters or other organization publications.
- Work with Board Liaison to provide routine reports to the Board of Directors.

Attestation

All members of this Committee and its Chair agree to abide by the rules of Parliamentary procedure.