

## **Position Description: Bylaws Chair, Amador County Branch, AAUW**

**Overview of the position:** Keep the Branch bylaws current and consistent with the California, AAUW and the National, AAUW bylaws. Form a committee and take responsibility for making necessary changes to the bylaws when the AAUW Amador Branch, AAUW California and/or AAUW National have followed proper protocol requests of any amendments or revisions.

### **Overall responsibilities:**

- Serve on the Branch Board of Directors as a voting member and other committees as assigned.
- Become familiar with the provisions of the Branch bylaws.
- Answer any questions concerning the bylaws at board and branch meetings.
- Serve as advisor on parliamentary operating procedures.\*
- Form a bylaws committee, when changes to the bylaws are necessary.
- Make any necessary changes, additions and/or amendments to the bylaws, with the assistance of the bylaws committee.
- Submit the proposed changes to the board for approval.
- Once the board approves any changes, submit three copies of the bylaws to the State bylaws committee for certification. Upon certification, one copy is returned to the Branch to hold, a second copy is kept on file at the State level, and a third copy is held by the Branch's District Bylaws Committee Representative.
- Be aware of suggestions or points of interest generated by the Annual AAUW California and National Conventions that may impact local Branch operating policies and procedures.
- Ensure that the Branch budget reflects bylaw committee expenses.
- Make a written report of your activities to the board at end of the fiscal year.
- Provide an orientation for your successor.

**Specific responsibilities to the state AAUW:** Establish contact with the Branch's District bylaws chair.

**Specific responsibilities to the national Association:** Keep apprised of any pending bylaw issues.

**Available resources:** Branch Bylaws Binder, \*Robert's Rules of Order, Newly Revised 10<sup>th</sup> Edition, AAUW CA Leadership Handbook, 2006, <[wwwaauwcaleadershipchair@aauw-ca.org](mailto:wwwaauwcaleadershipchair@aauw-ca.org)> other AAUW websites <[www.aauw.org](http://www.aauw.org)> and <[www.aauw-ca.org](http://www.aauw-ca.org)>.

Board Approved 8/16/07