

Constitution & Bylaws Committee Charter

Developed February, 2011

Purpose of the Committee

Serve as a group to continuously update and revise CTAT's Constitution and Bylaws, as becomes necessary. Review current Constitution and Bylaws annually at summer conference to determine compliance.

Membership and Leadership

5-7 members recommended, at least one per division and deemed experts, per topic up for review.

General Duties of Committee

1. Meet a minimum of twice per year.
2. Review Constitution and Bylaws annually.
3. Develop strategies for necessary revisions, include experts based on topic (as needed)
4. Submit recommendations to board.

Specific Duties of Committee

1. Address bylaw issues as addressed by Board.
2. Develop strategy with timeline, necessary experts, review feedback.
3. Submit recommendation to Board.

Roles of the Chairperson

1. To guide the committee in setting goals and objectives, and setting a yearly calendar of meeting times and activities so that the committee will reach the goals and objectives
2. To set meeting agendas, run meetings, and help the committee follow through on action items
3. To represent the committee in discussions with the Board of Directors
4. To represent the committee to the membership
5. Ensure revisions are made with CTAT staff

Roles of the Staff Liaison

1. To manage the electronic records and web presence of the committee
2. To assist in scheduling specially called meetings in the event the committee must gather in person to conduct business prior to regularly scheduled meetings
3. To manage committee rosters and assist in recruiting new committee members
4. Assist committee in implementing revision procedures in line with committee timeline

Resources

The following are resources available to all committees and will be housed in the committee chair's binder, at CTAT Headquarters and online if applicable.

1. Current committee roster and sign in sheet
2. Committee Minutes archives
3. Board of Directors Minutes archives
4. Bylaws
5. Strategic Plan
6. Committee Binder for committee chair's use
7. Membership database by division, area, or cluster area.

Meetings

Committees hold two regularly scheduled meetings a year, one at the annual winter conference and one at the annual summer conference.

The Board of Directors requests that committee chairs submit a report to the Board with suggested actions or updates at least two weeks before the winter and summer Board of Directors meetings. Board action will be determined and discussion items placed on the agenda as necessary based on preliminary committee reports. Preliminary business may be performed on an online platform such as Go To Meeting or Google Groups.

In certain cases, it is necessary for committees to call special meetings to gather in the interim between regularly scheduled meetings.

A schedule of meetings should be determined by the committee chair with the assistance of the staff liaison allowing for the submission of a committee report two weeks prior to regularly scheduled meetings.

Annual Goals, Objectives and Outcome Measures

The committee will annually review its goals, objectives and outcome measures at the annual summer conference.

Signatures

a. By signing below, we the members, of the C / By laws Committee request that the Board of Directors endorse this Charter, and promise our best efforts in fulfilling its provisions.

Whitney Boyer Chairperson

Mary Paul Vice Chairperson

Approval

The Board of Directors approves this Charter, and promises to support the _____ Committee to fulfill its mission and purpose.

_____ President

_____ Executive Director