

CONSTITUTION AND BY-LAWS COMMITTEE PROCEDURES MANUAL

PURPOSE OF COMMITTEE

According to the Bylaws, Article VII, Section 8, the Constitution and Bylaws Committee shall consider and make recommendations to the membership at the Annual Meeting.

RESPONSIBILITIES OF THE CHAIR

The Chair of the Constitution and Bylaws Committee is appointed by and reports to the CACRAO President. The Vice-Chair is also appointed by the President for all committees of more than five members. The Vice-Chair will serve in the absence of the Chair. The Committee Chair and Vice-Chair positions are one year appointments. The Chair's responsibilities include:

- Administering committee appointments, budget, and annual report;
- Calling meetings, as necessary, to take care of business;
- Communicating all concerns to the committee membership;
- Receiving recommendations for revision of the Constitution and Bylaws from the Executive Committee, other standing committees, and the general membership of CACRAO;
- Maintaining an ongoing review of the governing instrument to ensure that it is meeting the needs of the organization;
- Calling to the attention of the Executive Committee, CACRAO practices that are not in line with the Constitution and Bylaws;
- Attending the Annual Meeting.

Time commitment will vary depending upon number and scope of issues raised.

SPECIFIC DUTIES AND TIMETABLES

1. Committee appointments must be made by **January 15**. The Executive Committee will provide a list of interested members and the name of the Ex-Officio member. From the list, it is recommended that the Chair should select five or more committee members, making calls to each to get a verbal commitment before confirming in writing/email.

When selecting the committee members, the Chair should, to the maximum extent possible, ensure that the composition of the committee is representative of the diversity within the CACRAO membership in institutional type, geographic location, gender, and ethnicity. The Chair should solicit additional members, if necessary, to create the proper balance. (*It is good to have someone who has served on the Executive Committee.*) Consideration should be given to unique experience related to the activities of the committee. Committee membership is a one year appointment.

If, at any time, a committee member is unable to fulfill assigned duties, the Chair may appoint another individual to that position.

2. An appointment letter/email should be sent to each committee member prior to **February 1**, with a copy to the President, Ex-Officio and the member's immediate supervisor.
3. A Committee Roster must be prepared, sent to the CACRAO President, the Ex-Officio, the Program Committee Chair, and the committee members prior to **February 15**. Name, title, institution, mailing address, telephone, email and fax are required on the roster.
4. Call a Meeting for **February**. The committee members should receive a letter with the date, place, and time of the meeting, directions, and advance information about the issues to be discussed. Preference is given to online/phone conferencing. The letter/email should be copied to the President and Ex-Officio - who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes - retain a

copy for a working notebook, send a copy to each committee member, the Newsletter Editor, the President, and Ex-Officio representative.

A. Budget Preparation.

CACRAO's fiscal year is January 1 – December 31.

A budget must be prepared in **January** for the next fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past that, due to billing processes, may have been counted toward different fiscal years.

A proposed budget must be prepared and sent to the Chair of the Budget and Auditing Committee, copy the President and Ex-Officio, by **March 1**. The budget will be reviewed by the Executive Committee. Following the Executive Committee meeting, the Constitution & By-Laws Committee Chair will be notified of the amount of money appropriated for the Constitution & By-Laws Committee.

The Chair is responsible not only for preparing but also for maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records.

Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original and second copy of the voucher is sent to the CACRAO President. The third copy should be retained by the Committee Chair. It is important that the voucher be submitted as soon as possible following the expenditure.

B. Prepare an outline of committee goals for the upcoming year and forward to the President and copy the Ex-Officio by **February 15**.

C. Additional committee meetings should be scheduled as needed. Meetings should be held when issues are forwarded from the Executive Committee. Typically, one meeting should be scheduled in **May**. By that time, most issues have been addressed by the Executive Committee. The purpose of the meeting is to discuss the proposed changes and to develop recommendations for changes to the Constitution and Bylaws. Recommendations should be officially submitted to the President in writing. Specific language for the Constitution is required in the proposals. This should be done as soon as possible after the May meeting.

5. The Chair will **attend the January Executive Committee meeting** and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.
6. **NEWSLETTER**. The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Newsletter Editor will notify the Chair of deadlines for each edition.
7. Copies of all correspondence must go to the President and the Ex-Officio. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs that may be affected.
8. Email is the preferred method of communication. However, if mail is appropriate, please utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery of bulk mail. CACRAO stationery, envelopes, and CACRAO membership mailing labels may be requested from the Chair of the Ad Hoc Directory Committee.
9. Prepare an annual report and submit to the President and Ex-Officio by **October 1**. At the same time, submit:
 - updates to this procedures manual and
 - recommendations for a new chair (*this is a recommendation only and should not be assumed*)

10. Attend the Annual Meeting including any Executive Committee meetings, at which your presence is requested. Hold a final committee meeting. Present an annual report to the membership at the business meeting.
11. Send thank you notes to committee members immediately after the Annual Meeting.
12. Send a final report to the Newsletter Editor, giving the activities of the committee for the year.
13. The outgoing Chair will give all minutes/working notebook, records, etc. to the new Chair by **January 1**. (*The new Chair will receive a procedures manual from the new President.*) The outgoing Chair is encouraged to be available, as needed, to respond to inquiries from the new Chair.

January 1, 2012