

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 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 email should be sent to each committee member prior to **February 1**.
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, and email are required on the roster.
4. The Chair will **attend Executive Committee meetings when requested** and must submit a committee report, and be prepared to report committee needs and committee plans.
5. **NEWSLETTER.** The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the Newsletter. The Public Relations Officer will notify the Chair of deadlines for each edition.

6. 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.
7. Email is the preferred method of communication between committee members and with member institutions.
8. When there are proposed changes to the Constitution and/or the Bylaws, changes must be shared with institutional members following the guidelines and timeframes that are established in the Constitution and Bylaws.
9. Prepare an annual report and submit to the President and Ex-Officio by **November 15**.
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 Public Relations Officer, giving the activities of the committee for the year.
13. The outgoing Chair will give all minutes, 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.

June 30, 2025