

ASFMRA
BYLAWS COMMITTEE
Committee Purpose, Policies and Procedures

Committee Purpose

The Bylaws Committee periodically reviews the ASFMRA Articles of Incorporation, Code of Ethics, Standards of Professional Practice, Bylaws, and Policy and Procedure Manual to make recommendations for amendments when needed.

Performance Metrics:

- Recommendations made as needed for all ASFMRA governing documents

Composition: The committee will have 7 members. Members are selected/appointed for three-year terms by the Nominating Committee in consultation with President-Elect, based upon successful completion of the application process. The committee chair is elected by the committee members at the committee's inaugural meeting every three years. The committee chair is generally responsible for coordinating the work of the committee members and leading the meetings ensuring that all members are engaged in the discussions and actively contribute to the work of the committee.

Meetings: In a typical year, there is one in-person meeting held in conjunction with the ASFMRA Annual Conference. Conference calls are then scheduled as needed (typically 4-6).

The committee will establish its work plan and budget for the year at its inaugural meeting. This plan should clearly state the objectives and goals. The objectives and goals must tie directly to the committee purpose and the ASFMRA goals and objectives.

Procedures:

Bylaws Review & Amendment

Reports to: Executive Council

Support Staff: Membership Coordinator or other ASFMRA Staff