

BYLAWS COMMITTEE CHARTER

Mission

The Bylaws Committee (Committee) is a standing committee appointed by International Council (IC) to assist IC in the maintenance and accuracy of Gamma Phi Beta Sorority, Inc.'s governing documents and to assist IC with the presentation of amendments to the Articles of Incorporation and the Bylaws at Convention.

Authority and Responsibilities

1. Conduct a review of the Articles of Incorporation and Bylaws one year prior to Convention and make recommendations to IC for changes.
2. As appropriate, make recommendations to IC about changes to Rules and Procedures, particularly those resulting from Bylaw changes.
3. Work with IC to review submitted proposed Bylaw amendments immediately after the October 15 deadline.
4. Work with the managing director of risk and policy six months prior to Convention to prepare the proposed amendments to the Bylaws and Article of Incorporation to meet the four-month distribution deadline prior to Convention. The work of the Committee should be completed five months prior to Convention to allow for a proposed amendment review by an attorney familiar with the Sorority's governing documents.
5. Prepare the content of the Bylaws Forum presentation which will be completed by the Bylaws chairwoman.
6. Answer Bylaws questions during the Bylaws Forum and during proposed amendment voting during Convention.
7. Review and proof the Bylaws and Articles of Incorporation two months after Convention, prior to distribution to chapters.
8. Serve as a resource for members with questions concerning the governing documents.
9. Serve as a resource for Sorority publications regarding governing documents as needed.
10. Serve as a resource for IC on Bylaw related issues.

Organization

Review of Charter/Performance

This charter will be reviewed and reassessed by the Committee at least bi-annually. Any proposed changes shall be submitted to IC's Governance and Personnel Committee for approval. In addition, at least bi-annually, the Committee shall evaluate its performance. The Governance and Personnel Committee shall determine the form and nature of the annual self-evaluation. Governance and Personnel Committee shall report the results of the evaluation to the Committee chairwoman who will determine how to share the results with the Committee members.

Membership/Structure/Quorum

The Committee will include the Bylaws chairwoman, who shall serve as chairwoman of the Committee, the parliamentarian, the International President, one additional IC member selected by IC and one additional member appointed by IC, all of whom will have voting rights. Quorum shall consist of a majority of the voting members of the Committee. Committee members can participate via conference call. The executive director and the managing director of Risk and Policy, who serve as staff liaisons, shall be non-voting members of the Committee.

Meetings

The Committee shall meet virtually at least twice between October 15 of even numbered years and the deadline for distribution of proposed Bylaw amendments. The Committee may communicate between meetings via email communication. The Committee may hold virtual informal working sessions with some or all its members as necessary for any of the purposes listed above.

Agenda, Minutes and Reports

Agendas for the Committee meetings shall be prepared by the chairwoman in collaboration with staff liaison and shall consist of proposed changes to governing documents for review by the Committee or support documents in the cases of bylaw interpretation or questions. The committee shall provide reports quarterly to IC. The final proposed changes to governing documents and Bylaw interpretation documents may serve as the Committee minutes. The chairwoman may designate the staff liaison as secretary of the Committee. The managing director of Risk and Policy shall maintain the original versions and any changes to all governing documents reviewed by this Committee and all Bylaw interpretation documents determined by this Committee.