

## Bylaws Committee Chair

**Supervisor:** International Council Vice Chair

**Department:** International Council Committee

**Date Created or Revised:** May 2024

### Purpose

The Bylaws 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 with the presentation of amendments to the Articles of Incorporation and the Bylaws at Convention. The Committee chair will lead the committee in executing its responsibilities.

### Responsibilities

- Conduct a review of the Articles of Incorporation and Bylaws one year prior to Convention and make recommendations to IC for changes.
- Conduct a review of the Rules and Procedures following Convention and make recommendations to staff for changes.
- Work with IC to review submitted proposed bylaw amendments immediately after the October 15 deadline in odd numbered years.
- Work with the assigned Headquarters staff person 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.
- Prepare the content of the Bylaws Forum presentation which will be completed by the Bylaws chairwoman.
- Review and proof the Bylaws and Articles of Incorporation two months after Convention, prior to distribution to chapters.
- Serve as a resource for members with questions concerning the governing documents.
- Conduct a documents audit of all manuals, written publications, etc. during off-Convention years to ensure consistency with the governing documents of Gamma Phi Beta Sorority, Inc.
- Educate IC on trends and important issues related to this Committee.
- Pay annual [international alumnae dues](#) or be a [Life Loyal](#) member. To check if you are in good standing, login at [GammaPhiBeta.org](https://GammaPhiBeta.org) > Member > My Profile. On the first tab, if your paid-through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!
- Prepare for vote all suggested amendments to the Gamma Phi Beta Bylaws referred to the committee by International Council.



- Provide suggested changes to the Rules and Procedures to the International President for International Council vote and consideration based on Bylaw amendments passed by the Convention delegates.
- Work with the International President to develop goals and action plans.
- Advise the International President regarding potential Gamma Phi Beta Bylaw amendments for input to International Council.
- Serve as Convention Credentials Chairwoman by virtue of the position.

### **Expectations**

- The Committee shall meet four times yearly or as necessary via conference call and can meet more frequently as circumstances require. The Committee can communicate between meetings via email communication.
- Complete basic Fidelity volunteer online lessons and other required training.
- No travel is expected for this role. Any changes in travel expectations will be communicated to volunteers.
- Respond to all communications in a timely and responsible manner.
- Support international Gamma Phi Beta Bylaws, Rules and Procedures, policies and position statements.
- Submit recommendations for volunteer leaders.

### **Preferred Competencies and Experiences**

- Previous Gamma Phi Beta volunteer experience
- Analytical, thoughtful and objective in forming an opinion and making decisions
- Prepared, thoughtful and respectful when taking in information and communicating with others
- Contributes individually in creating a positive team dynamic
- Experience reviewing, editing and interpreting governing documents