

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. Conduct a review of the Rules and Procedures following Convention and make recommendations to staff for changes.
3. Work with IC to review submitted proposed bylaw amendments immediately after the October 15 deadline.
4. Work with the executive director 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. 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.

Organization

Review of Charter/Performance

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

Membership/Structure/Quorum

The Committee will include the Bylaws chairwoman, who shall serve as chairwoman of the Committee, the parliamentarian, the International President, and one additional IC member selected 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 four times yearly and as necessary via conference call and can meet more frequently as circumstances require. The Committee can communicate between meetings via email communication.

Agenda, Minutes and Reports

Agendas for the Committee meetings shall be prepared by the chairwoman in collaboration with staff liaison. The committee shall keep minutes of meetings and provide reports as necessary to IC. Minutes of all meetings shall be approved by Committee members at the following meeting. The chairwoman shall designate the staff liaison as secretary of the Committee.

2018 Bylaws Considerations

No Bylaw changes because of this committee are foreseen.