

	FMCA POLICIES AND PROCEDURES	INDEX NO. 4003	APPROVAL LEVEL GB
	SUBJECT Constitution and Bylaws Committee Responsibilities	EFFECTIVE 8/12	SUPERSEDES 7/09
	SPECIAL DISTRIBUTION Constitution and Bylaws Committee		

POLICY

The Constitution and Bylaws Committee initiates and/or considers all proposed changes, additions, deletions, amendments, or revisions to FMCA’s Constitution and Bylaws, and reports to the Governing Board. The committee also considers and reports to the Governing Board on matters that have a bearing on FMCA and regulatory or procedural matters that affect FMCA, an area association, or a chapter.

PROCEDURE

1. Members of the Constitution and Bylaws Committee are not eligible to serve as a Parliamentarian for the Executive Board or the Governing Board.
2. Proposed amendments for the Constitution and the Bylaws shall be received in writing no later than January 1 preceding the Governing Board meeting at which they are to be discussed.
 - A. The committee reviews and considers all proposed changes. (If the committee feels the proposed amendment is “frivolous,” they may go to the proposer and ask for a change in verbiage, etc.)
 - B. The committee presents the amendments to the Executive Board for its review, discussion, and comment.
 - C. The committee then forwards the amendment with the original text, along with the proponent’s rationale and the committee’s recommendation, to the National Secretary for distribution to the members of the Governing Board.
 - D. The committee may make corrections to the Bylaws for the sole purpose of eliminating or correcting clerical or typographical errors without prior notice.
3. The committee reviews area association and chapter bylaws to ensure their conformance with the FMCA Bylaws.