

Appointed Position Description: Bylaws Chair, Amador County Branch, AAUW

Overview of the position: Keep the Branch bylaws current and consistent with the California, AAUW and the National, AAUW bylaws. Form a committee and take responsibility for making necessary changes to the bylaws when the AAUW Amador Branch, AAUW California and/or AAUW National have followed proper protocol requests of any amendments or revisions.

Overall responsibilities:

- Serve on the Branch Leadership Committee as a voting member and other committees as assigned.
- Become familiar with the provisions of the Branch by-laws.
- Answer any questions concerning the by-laws at Leadership Committee and branch meetings.
- Serve as advisor on parliamentary operating procedures.*
- Form a bylaws committee when changes to the by-laws are necessary.
- Make any necessary changes, additions and/or amendments to the by-laws, with the assistance of the by-laws committee.
- Submit the proposed changes to the Leadership Committee for approval.
Once the board approves any changes, submit a copy of the bylaws to National.
- Be aware of suggestions or points of interest generated by the Annual AAUW California and National Conventions that may impact local Branch operating policies and procedures.
- Ensure that the Branch budget reflects by-law committee expenses.
- Make a written report of your activities to the Leadership Committee at end of the fiscal year.
- Provide an orientation for your successor.

Specific responsibilities to the national Association: Keep apprised of any pending bylaw issues.

Available resources: Branch By-laws Binder, *Robert's Rules of Order, Newly Revised 10th Edition, *CA Board to Board*, AAUW CA Leadership Handbook, and AAUW websites leadershipchair@aauw-ca.org; www.aauw.org and www.aauw-ca.org.

Board Approved 8/16/07

Revised 4/14/2022