

Manual of Instruction

Section Name: Chairs

Section Number: 2.03

Title: Bylaws

Description: Manage the process for changing/amending New York State Women, Inc. (NYSW, Inc.) bylaws.

Structure of Committee: Bylaws Committee shall be composed of a Chair, Vice Chair and two (2) or four (4) members

Duties of the State Chair

- 1) Review and approve proposed Local Chapter bylaws and amendments to those bylaws.
- 2) Maintain a file of Local Chapter bylaws and the date(s) of any changes.
- 3) Maintain up-to-date bylaws for NYSW, Inc. updates to reflect action(s) taken at the annual state conference.
- 4) Distribute updated NYSW, Inc. bylaws to Executive Committee and Board of Directors by September 30th (immediately following annual conference) Send revised bylaws to the Technology/Website Chair immediately following annual conference.
- 5) Review with committee members any proposed changes submitted by the Executive Committee, Region, Board of Directors, and Local Chapters.
- 6) Present proposed amendments to the Executive Committee.
- 7) Conduct bylaws hearings at state meetings. Following these meetings inform the membership of any proposed bylaws amendments.
- 8) Present proposed amendments to be considered at the Annual Conference to the Executive Committee and the Board of Directors at the Board Meeting.
- 9) Inform the membership of any revisions/amendments via the Communicator, NIKE or the website at least thirty (30) days before the annual conference. Proposed amendments must be published in the annual conference program book.
- 10) Conduct a bylaws hearing at the annual conference to review the proposed revisions/amendments.
- 11) Present proposed revisions/amendments at the annual conference for action.

Duties of the Region Officer

- 1) Become familiar with New York State Women, Inc. bylaws.
- 2) Inform members in the Region of any amendments to bylaws particularly those which affect the Region or Local Chapters.

Duties of the Chapter Chair

- 1) Review Local Chapter bylaws.
- 2) Form a bylaws committee to review and update Chapter bylaws
- 3) Update Chapter bylaws to reflect any changes to the NYS Women, Inc. bylaws
 - Mandated changes can be changed without a vote by the chapter's members
 - Other changes should be considered and presented to the chapter's members for consideration and a vote
- 4) Send proposed bylaws to all chapter members
- 5) After members have approved the proposed changes, submit the Chapter revised bylaws (in triplicate) to the State Bylaws Chair for approval together with "Form for Approval of Revised Local Chapter bylaws" duly signed by Local Chapter President and Secretary".

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Financial Implications

Refer to NYS Women, Inc. annual budget for amount Standing Chairs receive for attendance at State Meetings and to see if any funds have been allocated for expenses.

Included in Toolkit

For more information go to:

TK 2.03 Model Bylaws

TK 2.03a Approval Form

Date of Board Approval: 09/24/2011

Effective Date: 09/24/2011

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws

Article XV: Standing Committees

Article VI: Local chapter Requirements Section 5, 7

Article XVIII: Amendments