

## **ALL-SIS Bylaws Committee Chair Handbook**

The chairs and members of the bylaws committee are generally appointed by the incoming ALL-SIS President approximately a month before the annual meeting. If possible the chair will be selected from one of the previous committee members. Since there are only two committee members, they are usually new each year. Since the bylaws committee does NOT meet at the annual meeting, the chair should contact the members upon appointment to welcome them, let them know there will be no meeting and tell they will receive emails about their charges probably around August/September.

The Committee Chair will receive the committee's charge either at the Annual Meeting or any time during the rest of the summer or fall. The charge of the 2 members is divided this way: One member will work with the Committee Chair in revising or evaluating the bylaws; the other member will write an article for the all-sis newsletter.

The Committee Chair will communicate with both members to give out these assignments. After that most communications are with the first member helping with the bylaws. The second member works very independently since the article can be about anything and does not need to reflect on the work of the committee, although it could. The main communications with this person are reminders of deadlines.

The Committee Chair submits any bylaws revisions to the bylaws committee liaison. The liaison will let the Chair know of the outcome. The Committee Chair then submits an annual report for the committee to the current ALL-SIS President.