

Position Description

MADHVS/By-laws Committee Chair

Shall select from the active membership at least two (2) members to form a committee. In addition, the President and President-elect may be ex-officio members.

Shall call a meeting to review the by-laws at least bi-annually.

Shall draft amendments or revisions to the by-laws for the approval of the Board of Directors.

Shall send notice of proposed amendments and/or revisions, after board approval, in writing, to each member, at least twenty-one (21) days prior to the regular or special meeting.

Shall present the proposed amendments and/or revisions at the next regular or special meeting.

Shall, once approved by a 2/3 vote of the members present, draft the amendments and/or revisions as voted for distribution to the members, sending it to the education chair for enclosure with the next meeting notice.

Shall attend Board meetings as called by the President.

Shall perform other duties as requested by the President.

Shall submit a written report to the Secretary at the annual meeting.

Shall submit a set of records to successor within thirty (30) days of end of term and be available to orient successor.