

Bylaws Committee

Function

The Bylaws Committee is responsible for the continued development of the Society Bylaws and Leadership Manual as needed, as well as monitoring Society activities to ensure agreement with the Bylaws.

Leadership and Composition

At least three members to include the Past President (as Chair) and the SPNHC Secretary.

Duties and Products

Bylaws: Proposed changes to the Bylaws will be presented to Council for approval before being presented to a vote of the members in good standing at the Annual Business Meeting of the general membership in accordance with *SPNHC Bylaws Article X. Amendments*. Copies of all SPNHC Council business are automatically received by the Chair, as Past President. If for any reason the Chair is not a member of Council, the Chair should be notified of the outcome of any resolutions, and receive copies of Council and Annual Business Meeting minutes in order to be kept aware of on-going issues.

SPNHC Leadership Manual: The Bylaws Committee developed this document and is responsible for maintaining and updating it. The current version of the Leadership Manual is posted on the SPNHC website. Each year, following the Annual Meeting, any new policies, procedures, or practices approved by Council should be incorporated into the appropriate section(s) of the Leadership Manual. Each committee chair and representative should be sent a current copy of the Manual and asked to provide any necessary revisions to the text by 31 August. As changes are made, the date on the amended section should be changed. All changes are to be recorded on the master copy held by the Secretary who will forward the revised version to the SPNHC webmaster for posting. A hard copy of the manual should be sent to the Chair of the Archives Committee every second year - at the conclusion of the Past President's term.

Calendar items

Prior to sending to membership as below, all proposed amendments to the Bylaws are voted on by Council

30 days before annual meeting: Any proposed changes to the Bylaws must be sent to all members

April/May: Chair prepares report on committee activities for Annual Meeting

May/July: Chair attends the Annual Meeting. If necessary, a vote is held by membership at the Annual Business Meeting on any changes to Bylaws

Immediately following Annual Meeting: Secretary sends hard copy of any Bylaws changes to the Archives Committee, and sends electronic copy to the SPNHC Webmaster

June/July: Secretary sends Leadership Manual to Committee Chairs for comment

August 1: Committee report to Newsletter

August 31: Deadline for chairs to respond with corrections to Leadership manual

September: Secretary compiles revisions to the Leadership Manual, sends updated version to the SPNHC Webmaster

September: Transfer important records and items of committee business to the Archives Committee

As needed: monitor any requirement for revisions to the Bylaws.

Reviewed by Andrew Bentley, Linda Ford, and Laura Abraczinskas, October 2018

Revised by Andrew Bentley, August 2017

Revised by Jean-Marc Gagnon, March 2014

Reviewed by Judith Price, March 2014