

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 6(C)
CONSTITUTION & BY-LAWS COMMITTEE**

I Federation Bylaws Article II, Section 2.c (3), outlines the basic duties of this Committee. Federation Executive Board Guideline No. 6, "Policy for Standing Committees" and this Guideline provides additional detail. The Committee Chair and members shall be thoroughly knowledgeable of these guidelines, the Federation Constitution & Bylaws and of the NARFE National Bylaws.

II DUTIES & RESPONSIBILITIES (COMMITTEE CHAIR)

- A. Provide Committee members with the latest revision of the Federation's Constitution & Bylaws, applicable Federation guidelines and National Bylaws.
- B. Solicit suggestions from Chapters and Committee members relative to proposed changes to the Constitution & Bylaws.
- C. Solicit suggestions from Committee members for improvement of applicable Federation guidelines governing Committee activities.
- D. Coordinate and forward Federation guideline proposed changes to the Federation Secretary for processing by the Executive Board.
- E. Distribute to Committee members for preliminary review, Constitution & Bylaws resolutions received from the Federation Secretary.
- F. Schedule, notify Committee members and conduct convention Committee meetings to establish resolution recommendations
- G. Ensure that all committee members meet on the morning of the day the convention convenes, unless specifically authorized by the CSFC President to arrive and meet a day earlier. Those so authorized by the Federation President must submit an Expense Report (CSFC Form 15) through the Chair, with a receipt for reimbursement. The code for this expense is 506K under State Conventions.
- H. Brief Federation officers on Committee resolution recommendations.
- I. Present resolution recommendations to the Convention body.
- J. Provide summary report to the Federation Secretary for resolutions processed at the Convention.
- K. Authenticate by signature the Constitution & Bylaws prior to issue.

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III DUTIES & RESPONSIBILITIES (COMMITTEE MEMBERS)

- A. Submit to the Committee Chair items of concern relative to proposed Constitution & Bylaws changes.
- B. Notify the committee Chair of proposed changes to applicable Federation guidelines.
- C. Assist District chapters in interpretation of the Constitution & Bylaws and notify the Chair where problems arise.
- D. Provide assistance to the District Vice President by providing briefings at District meetings on Constitution & Bylaws requirements and the method for processing changes thereto
- E. Provide instructions to District chapters in the preparation and processing of resolutions.
- F. Review resolutions received from the Committee Chair and are prepared to provide recommendations and rationale at the convention committee meetings.
- G. Attend convention Committee meetings and participate in formulating resolution recommendations.
- H. Perform other duties as assigned