NATIONAL BYLAWS COMMITTEE

I   The Federation Bylaws Article II, Section 3.a. and b. provide for the appointment of a National Bylaws Committee. Article VI, Section 3 and the Rules of Order of the Federation Bylaws provide instructions for this Committee. Executive Board Guideline No. 16 "Policy for Convention Committees" and these guidelines provide more details.

II   **Duties & Responsibilities: (Chair)**

A.   Advise that all committee members meet on the morning of the day the convention convenes, unless specifically authorized by the Federation President to arrive and meet a day or more earlier. Those so authorized must submit an Expense Voucher (CSFC Form 15) through the Chair with a receipt for reimbursement. The code for this expense is 506K listed under other accounts.

B.   Check with the Convention Host Committee Chair for a meeting room on the morning of the convention.

C.   Distribute or discuss the latest revision of the Federation Constitution and Bylaws, CSFC Executive Board Guideline No. 16, and other relevant references for use during the committee meetings.

D.   Explain, discuss and answer any questions regarding the duties and responsibilities of members of this committee and the committee's assigned goals and objectives

E.   **Committee's findings and recommendations, in report form, will be submitted to the Federation Secretary who will transmit report to all CSFC Chapters and Convention Delegates at least 14 days prior to the first day of the convention.**

F.   **Report the findings and recommendations of the committee to the delegates in session.**

III   **Duties & Responsibilities: (Committee Members)**

A. Review and discuss all resolutions assigned, proposing recommendations for changes, amendments or revisions in accordance with Article VI, Section 3.a through g. of the By-Laws.

B.   Provide assistance as needed in the preparation, publication and distribution of printed materials created by the actions of this committee, as necessary.

C.   Perform other duties as assigned.