

## **Constitution and Bylaws Revision Chair**

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### **General duties:**

- Serve as an ex-officio voting member of the State Executive Board.
- Maintain current job description and Manual of Procedures to be passed along to successor.

### **Specific duties are:**

- Work with the Bylaws Revision committee to effect changes in the Bylaws.
- Committee members are: the Chair, a Director, and the immediate past Chair of the committee.
- Prepare wording of Bylaws changes as directed by the Executive Board.
- Present Bylaws changes to Executive Board for their approval.
- Mail to Editor a copy of proposed Bylaws changes for publishing.
- Mail or e-mail proposed Bylaws changes to the Webmaster to be posted on the FSMTA website.
- Present proposed Bylaws changes to membership of Association at 1<sup>st</sup> General session during State Conference.
- Present proposed Bylaws changes and move their amendment to membership of Association at a later General session during State Conference.
- Provide a copy of approved Bylaws changes to publisher of Bylaws (Webmaster) to be posted online in the official state publication.
- Mail or e-mail approved Bylaws changes to the Webmaster to be posted on the FSMTA website.

### **A suggested time-table for duties follows:**

#### **November – odd year (incoming)**

- Plan to attend State Conference.
- At last Executive Board meeting receive files and policy Manual from out-going Bylaws Revision Chair.
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from FSMTA Treasurer (may be reimbursed for postage, printing, phone calls.) This can be done at this and each Board meeting attended.

#### **January**

- Prepare a written report for February Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

#### **February**

- Attend State Executive Board meetings.
- Work with Bylaws Revision committee to prepare any changes requested by the Executive Board.

### March

- By 10<sup>th</sup> of the month turn in to Editor proposed Bylaws changes recommended by the Executive Board to come before the membership at the State Conference.
- Mail or e-mail proposed Bylaws changes to the Webmaster to be posted on the FSMTA website.

### May

- Prepare a written report for June Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.

### June

- Plan to attend State Conference.
- Present proposed Bylaws changes to membership at 1<sup>st</sup> General session during the Conference.
- Present to membership of Association at a following General session during State Conference proposed Bylaws changes and move their amendment.
- Provide copy of approved Bylaws changes to publisher of Bylaws (Webmaster) for posting in the official document on the FSMTA website, and to the FSMTA Newsletter Editor for publishing.
- Mail or e-mail approved Bylaws changes to the Webmaster to be posted on the FSMTA website.
- Attend State Executive Board meetings.
- At meeting, turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.

### September

- Prepare a written report for State Conference Executive Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- Attend meeting.

### October – odd year (outgoing)

- At last Executive Board meeting turn over files and Manual to in-coming Bylaws Revision Chair.