

Bylaws and Standing Rules Committee

Purpose

To keep the NCBEA Bylaws and Policies and Procedures up to date on a yearly basis.

Membership of the Committee

The committee shall consist of at least three members, including the immediate past president, who will serve as chair, and the NCBEA Director to the NBEA Executive Board.

Duties of the Committee

The committee shall:

1. Consider, edit, and/or correlate such bylaw amendments and standing rules as it may originate and as are referred to it by the administrative board, officers, or individual members.
2. Verify that bylaw amendments and standing rules are not in conflict with any higher governing authority.
3. Review past minutes to determine if changes are needed to the bylaws or standing rules.

Duties of the Chair

Present to NCBEA members changes to the bylaws or standing rules necessitated by amendments made in NBEA policies.

1. Send proposed bylaw amendments with recommendations to the NCBEA newsletter editor for inclusion in newsletters, one being published with the amendments at least 30 days prior to the NCBEA annual business meeting.
2. Review past minutes to determine if changes are needed to the bylaws or standing rules.
3. Review and update the NCBEA Policies and Procedures Handbook as approved by the NCBEA members (bylaws) and/or Board (policies and procedures).
4. Send a copy of the current bylaws to the NBEA headquarters.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.