

LEA COUNTY WOMENS NETWORK BASIC RESPONSIBILITIES Bylaws Committee Chair

THE TERM OF OFFICE is from January 1 through December 31 in year following election of office in October.

- Shall be comprised of LCWN members
- The Bylaws Chair shall be responsible for having a current set of Bylaws
 - Shall have in her possession all historical bylaws
 - Shall maintain Board changed bylaws while being Chair and support the club history by adding same to the historical group
- Shall bring a copy to each Board Meeting
 - Shall be prepared to advise Board of Bylaws when necessary or a conflict to laws
 - Shall bring copies to the Luncheon
 - For advising Membership of rules
 - For dispersing to New Members
- Shall notify new members on how to obtain copy of bylaws from website.
- She shall appoint committee members to discuss changes
 - She shall set time and date of meeting
 - She shall type proposed changes to Bylaws and present hard copies at the next Board Meeting
- She shall email Board approved changes at least 30 days prior to Membership voting on new revised bylaws.
 - Shall provide written copy to those without email.
- She is responsible for posting Membership approved changes to the Website within the month of approval
- She shall send a Website email to Membership making them aware of the posting of the new bylaws now on the website.
 - Within the month of approval
- Will attend the monthly Board Meeting regularly
 - Will notify the President when she can't attend
- The Bylaws Committee Chair shall appoint a person or persons to help her fulfill the duties of her office.
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 - Will notify the President when she can't attend

The Bylaws Committee Chair shall appoint a person or persons to help her fulfill the duties of this office.