

**LANCASTER SOCIETY FOR HUMAN RESOURCE MANAGEMENT**  
**(Affiliated Chapter of the Society for Human Resource Management)**

**COMMITTEE RESPONSIBILITIES**

**Committee:**            **Bylaws Review (Ad Hoc Committee)**

**Composition:**        Three Professional or General members of the Association, one of whom shall serve as committee chair.

**Purpose/Mission of Committee:**

To conduct the official process, as specified in the Association's Bylaws, for amending or revising the Articles of Organization, Constitution and Bylaws of the Association.

To recommend intended revisions to the Constitution and Bylaws which are in the best interests of the Association and in accordance with the goal of meeting/supporting the "Purposes" for the Association as specified in the Bylaws.

**Committee Responsibilities:**

1. Every three years or as otherwise required, review current Constitution and Bylaws.
2. Insure that Constitution and Bylaws encompass the way Officers and Directors operate and manage the Association.
3. Draft revisions and changes to Bylaws and Code of Ethics as appropriate.
4. Present recommendations to Board of Directors for approval.
5. Submit to attorney for legal review.
6. In conjunction with President and Board of Directors, communicate changes and rationale to the Association membership at least 30 days before a vote is taken.
7. The new new Bylaws are adopted upon the affirmative vote of at least two-thirds of the Voting Members entitled to vote at a meeting at which a quorum is present.