

	FMCA POLICIES AND PROCEDURES	INDEX NO. 4003/A	APPROVAL LEVEL EB
	SUBJECT Operations of Constitution and Bylaws Committee	EFFECTIVE 3/13	SUPERSEDES 7/09
	SPECIAL DISTRIBUTION Constitution & Bylaws Committee		

POLICY

The committee also reviews the bylaws of area associations and chapters to ensure their conformance with FMCA Bylaws.

PROCEDURE

1. The committee, in order to fulfill its mission, will use the following process to review and comment on bylaws presented to it.
 - A. Each set of bylaws will be reviewed to determine if they conform to the specific provisions of:
 - i. The FMCA Bylaws and,
 - ii. The Policies and Procedures contained in the FMCA Policies and Procedures.
 - B. Each committee member will identify any non-conformance to include the specific citations from the FMCA Bylaws or Policies and Procedures that are not being followed by the area association or chapter. The comments will be consolidated and included in the letter back to the area association or chapter.
 - C. The committee will review any previous advice/decisions received from a registered parliamentarian to ensure there are no conflicts with this advice.
 - D. The model bylaws format for area associations or chapters is not a mandatory document and therefore cannot be cited as the basis for requesting an area association or chapter to make a change to its bylaws.
 - E. While instances of non-conformance are always reported to the area association or chapter submitting bylaws for review, it is recognized that often the committee may offer suggestions or comments that may contribute to a more comprehensive or better understanding of the area association or chapter bylaws.
 - F. When area association or chapter bylaws submitted require extensive changes, the committee may ask the area association or chapter to redo the bylaws using the published Area Association Bylaws Format or FMCA Polices and Procedures #3011/A and #3011/B as a guide.



- G. Each letter from the committee to the area association or chapter will have a standard paragraph explaining why the committee is reviewing the bylaws. The paragraph will also provide a citation(s) identifying the authority of the committee.
- H. FMCA staff will review resubmissions of bylaws to ensure the mandatory changes were made. If they were made, the FMCA staff will notify the committee that the bylaws now conform and have been placed on file.
- I. If bylaw resubmissions do not include the mandatory changes requested by the committee, the FMCA staff will notify the committee and the committee will take the appropriate action to contact the chapter.

2. Providing assistance to chapters

The committee recognizes that chapters will from time to time need assistance or advice with questions regarding their bylaws or advice on revising/amending their bylaws. The committee views this as an important service and will work with chapters or chapter representatives on a one-on-one basis.

The committee will utilize the FMCA Constitution, FMCA Bylaws, FMCA Policies and Procedures contained in the FMCA Policies and Procedures, and *Robert's Rules of Order Newly Revised*.

3. Advice from a registered parliamentarian

From time to time the committee may have a need for technical assistance or an opinion from a parliamentarian. All requests for such assistance shall be sent to the chairman of the Constitution and Bylaws Committee. The chairman of the committee will review the request and as appropriate present the request to the Chief Executive Officer (CEO) for consideration/action.