

Duties of the TBQ Guild Bylaws Committee Chair

The Bylaws Chair:

- reviews and discusses Bylaws at Executive Committee meetings when necessary to ensure proposed procedures are in accordance with those Bylaws
- responds to the Executive Committee and/or members on proposed Bylaw changes
- prepares necessary amendments or revisions upon request by the Executive Committee for presentation to the general membership
- prepares copies of proposed changes for distribution to the general membership prior to voting
- announces proposed Bylaws changes during the general membership meeting and entertains questions from the members
- provides original signed and dated copies of the Bylaws to the President, Secretary, Membership Chair and the TBQ Webmaster
- files an original signed and dated copy with the Bylaws Chair's records
- reviews the Bylaws periodically as requested
- submits completed 'Request for Reimbursement' forms, along with the receipts to the treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The chair should keep a record of income and expenses for the year-end report.