

ACCP ByLaws Committee Charter March 2017

The ByLaws Committee is not a Standing Committee. The chair is appointed by the ACCP Incoming President every two years with the change in administration. The ACCP ByLaws (Article IV, Section 1g) indicate that the Board of Regents shall “confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article V, Section 2 of the ByLaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The ByLaws Committee is convened as required to address changes to the governing documents of the society. These changes may be as per the Strategic Plan or as devised by the Committee separate from the Strategic Plan.

Committee Membership

As a Non-standing Committee, there is no mention of the Committee composition in the Constitution or ByLaws. As per Article VIII, Section 2 of the Constitution, “all Non-standing Committees shall consist of a Chairperson and two or more representatives of the College membership. The President or his/her designee shall be an *ex officio* member of all Committees and must be apprised of all Committee meetings and their deliberations in writing.”

The Committee is comprised of Regents who are knowledgeable about governance in general or as it applies to other similar non-profit entities. Committee members should have a historical perspective on ACCP.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP Constitution, Article VIII, Section 1a), unless approved by the President.

Committee Role

The Committee is charged with ensuring that the Constitution contains the fundamental principles that outline the purpose, structure and limits of the ACCP, providing a foundation upon which an organization operates, clarifying the purpose of the organization and outlining the basic structure of the organization. ByLaws are secondary principles that govern the internal affairs of an organization and are essentially an expansion of the articles or sections of the Constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

During the sessions under which the Committee is convened, it is tasked with thorough reviews of the documents to modernize language, modify/add content to ensure it is consistent with existing Policies & Procedures and to change language with changing guidance from the Board of Regents.

Staff Support

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures.

How & When the Committee Meets

The Committee meets as frequently as required by conference call to support the activities with which it is charged.