

## Bylaws Committee Charter

<b>Purpose</b>	The Bylaws Committee shall advance best practices in the organization's bylaws, policies, and procedures by reviewing the organization's governing documents on a regular basis making appropriate recommendations to the Board and membership, as necessary.
<b>FY2020 Goals</b>	<ol style="list-style-type: none"> <li>1. Systematic review and revision of bylaws for review and discussion at 2020 Institutional Representative meeting.</li> <li>2. Systematic review and revision of policies by June 2020 including a policy on regular governance document review.</li> <li>3. Establish a regular review process for all governing documents by December 31, 2019.</li> </ol>
<b>Responsibilities of Members</b>	<ul style="list-style-type: none"> <li>• Participate in no less than 80% of committee meetings.</li> <li>• Review the governing documents and self-study report.</li> <li>• Complete assignments as requested by the Committee Chair.</li> <li>• Regularly provide input and ideas for committee activities.</li> </ul>
<b>Competencies of Committee members</b>	<ul style="list-style-type: none"> <li>• Committee members should have an interest in the Academic Consortium's governance;</li> <li>• organizational skills to adhere to deadlines;</li> <li>• enjoy working collaboratively.</li> <li>•</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Chaired by the Secretary</li> <li>• Reports to the Board of Directors</li> </ul>
<b>Anticipated Commitment</b>	Three (3) hours per month including a monthly Committee meeting.