

GRAND HAVEN WOMAN'S CLUB

Position: **By-Laws & Protocol**

Date: June, 2020

QUALIFICATIONS:

- Must be a member in good standing for a minimum of three years
- Must have held a Board, CSP Chair or have been a committee member
- Knowledge of Bylaws and Protocol
- Knowledgeable on history of club as well as precedents contributing to decision making

RESPONSIBILITIES:

- Attend monthly Board meetings
- Responsible for maintaining, reviewing and ensure the Bylaws are followed
- Should a change to the Bylaws be considered, this will be drafted by the Bylaws Chair and their committee
- The necessity of such change will be reviewed. If it is deemed appropriate, they will draft the proposed Amendment
- The Bylaw Chair will present the proposed amendment to the Board of Directors for a vote of approval
- If passed by the Board, the Bylaws Chair will present the proposed amendment to the general membership for approval

TERM LIMIT AND VOTING PRIVILEGES:

- This position is appointed by President
- This position is a two-year commitment
- This position has voting rights at monthly board meetings
- Attendance at board meetings is necessary to ensure quorum