

Title: Past President – Bylaws Committee Chair

Elected or Appointed Position: Elected

Service: One year (served after Presidency)

Overview:

The Bylaws Committee will consist of the immediate Past President as Chair and as many WAND members as needed.

Duties:

The duties include review annually the WAND By Laws and report proposed amendments to the Board and Academy; see that the Board receives the proposed bylaws amendments for vote by the members, in accord with the bylaws. Member Elections Committee; assist elections chair/committee members in whatever way is needed.

Checklist/Calendar:

Month	Duties	Done
June	By Laws Review Member Elections Committee	
July	By Laws Review Prepare for August Board Meeting Regarding Upcoming Elections and Possible By Laws Changes	
August	Submits Report and Agenda items Attends August Board Meeting By Laws Review Meet with Elections Committee as Needed	
September	By Laws Review	
October	Submit Information to Range Rider Newsletter By Laws Review Meet with Elections Committee as Needed Assist with Nominations for Upcoming Elections	
November	By Laws Review Prepare for August Board meeting Meet with Elections Committee as Needed Assist with Nominations for Upcoming Elections	
December	By Laws Review Meet with Elections Committee as Needed Assist with Nominations for Upcoming Elections	
January	Submits Report and Agenda Items Attends January Board Meeting Meet with Elections Committee as Needed Ensure Elections Held Between Feb 1 st and EOM	

February	Votes in WAND and National Election Meet with Elections Committee as Needed	
March	Ensure Election Results Sent to WAND Secretary on Mar 1st Submit Information to Range Rider Newsletter Meet with Elections Committee as Needed Assure Awards are Made for Presentation by President at WAND Business Meeting Assure Elections Chair Briefs WAND President/Board of Election Results for AND Notification	
April	Annual Conference Present By Laws Changes to Members at Business Meeting Revise By Laws Based on Member Vote and Send to AND Submits Report and Agenda Items Attends April Board Meeting Attends Annual Business Meeting Attends New Board Member Orientation	
May	Brief Incoming Past President of Any Outstanding Issues	

Resources:

Academy Link: <http://www.eatright.org/affiliates/>

WAND Link: www.eatrightwyoming.org