COMMITTEE ON BYLAWS

ENTITY TYPE	Committee
TOTAL NUMBER OF MEMBERS	7
APPOINTED	7
COMPOSITION	Seven (7) C/SNA or IMD members
AUTHORITY ESTABLISHED BY	ANA Bylaws
ACCOUNTABLE TO	ANA Membership Assembly
REPORTS TO	Submits reports to the ANA Board of Directors and Membership Assembly
RESPONSIBILITIES	a. Interpret the ANA Bylaws b. Receive and prepare proposed amendments to the bylaws or articles of incorporation; report them to the Board of Directors and submit them to the ANA Membership Assembly c. Review the articles of incorporation and bylaws of an association that applies to ANA for membership status in order to determine conformity with qualifications of C/SNAs and the IMD in the bylaws and report its findings to the Board of Directors d. Determine a regular schedule to review bylaws of C/SNAs and the IMD and review their bylaws upon changes in qualifications or responsibilities of C/SNAs and the IMD in the bylaws to determine continuing conformity with the bylaws and report its findings to the Board of Directors
TERM OF OFFICE	Two (2) years or until a successor is appointed
TERM LIMIT	Two (2) consecutive two-year (2-yr.) terms
TIME COMMITMENT	a. At a minimum, two to four conference calls of one to two hours each to provide interpretations of the ANA Bylaws or other emergent needs b. Average of two to three hours a month reading informational materials and reviewing C/SNA bylaws c. Two meetings which may be one to two days and may be conducted by conference call, to address proposed amendments to ANA Bylaws d. Five to six days at the ANA Membership Assembly, during which one or two additional brief committee meetings may be held e. Air travel time to the ANA Membership Assembly
QUALIFICATIONS	Members must have knowledge of and/or have an interest in: a. Governance b. ANA and/or C/SNA governance policies and practices c. Organizational management Members must have ability to work on projects electronically, including e-mail and other platforms that are provided

3/25/2016