

## APIC-NC

**Policy Number:**

**8.1**

**Category**

**Bylaws and Operations Committee**

**Subject:**

**Chairperson Responsibilities**

**Revision Date**

**9/18/05**

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### **Policy:**

1. Serve a term of one year. This position is appointed by the President,
2. Attend and participate in all general membership meetings. The President may ask the Chair to attend the Board meetings.
3. Regular Board Meetings are held the evening before membership-at-large meetings at conferences.
4. Transition Meetings are held as soon as possible after the election of new officers.
5. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
6. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.
7. Select Bylaws and Operations Committee members and submit names to the Board of Directors for approval.
8. Review current bylaws annually and submit recommendations for amendments to the Board.
9. Present Board approved amendments to the membership at least 30 days prior to the meeting at which they will be voted upon by mail or email.
10. Submit membership-approved amendments and a copy of the current Bylaws to the National Bylaws Committee for approval, signed by two Board members.
11. Report changes in APIC National Bylaws to the membership with explanatory material, if applicable.
12. Review all membership or Board recommendations with the current National and Chapter Bylaws.
13. Comply with 20-1 of this manual for budgets, vouchers, and agenda items.
14. Maintain and update APIC-NC Operational Manual in accordance with Bylaws and direction of the Board. The Manual is reviewed and updated every two years.

**APIC-NC**

**Policy Number:**

**8-2**

**Category**

**Bylaws and Operations Committee**

**Subject:**

**Committee Responsibilities**

**Revision Date**

**9/18/05**

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**Policy:**

1. Assist Chair in the review of current bylaws annually and submit recommendations for amendments to the board as needed.
2. Assist in the preparation of proposed amendments to the membership to be completed 30 days prior to voting on the same.
3. Submit all membership approved amendments of the current Bylaws to the National Bylaws Committee representative as is outlined in the handbook of the Bylaws Committee.
4. Report to the Board and membership the approval or denial of proposed changes from National.
5. Maintain copies of the approved amended Bylaws available for all members.
6. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
7. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.