

**Section: Committee Responsibility**

**Number: 102.2**

**Subject: Bylaws/Policy & Procedure Committee**

**Date: Revised 08/02**

**Revised July 2007**

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**Purpose:** Committee members will review SCAPAN Bylaws annually to assure that SCAPAN is functioning within the bylaws as well as review of ASPAN Bylaws and adherence to ASPAN.

**Role & Responsibility:** Maintain personal membership in ASPAN/SCAPAN.

1. President Elect will serve as Chairperson of the committee.
2. Committee members will be assigned by the Chair with input from the president.
3. Chair will submit an action plan to the President by January 10<sup>th</sup> annually.
4. Maintains a current/dated Bylaws and Policy Procedure Manual.
5. Provides a current copy of Bylaws to incoming BOD
6. Reviews SCAPAN Bylaws yearly. Obtains revised copy of ASPAN Bylaws when applicable and make recommendations for changes as defined in bylaws.
7. Submits SCAPAN Bylaw changes to the ASPAN Bylaws Committee.
8. Ensures all changes are published in next EyeOpeners edition
9. Provides standard guidelines for District bylaws, serves as resource.
10. Reviews SCAPAN Policy and Procedure Book annually.
11. Serves as a resource to BOD and Executive Committee in interpretation on bylaws.
12. Submits report for each BOD meeting- prepares and submits agenda items as indicated.
13. Maintains notebook for all work, action plans and correspondence to pass on to successor.
14. Ensures updates are posted on SCAPAN web site or link is provided on website to most up to date by-laws.

Original: 10/97

Reviewed: 2001, April 2006

Revised: August 2002

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