

San Antonio Conservation Society Job Description

BYLAWS

The Parliamentarian shall be chairman of the Bylaws Committee.

DUTIES OF THE CHAIRMAN

1. Appoint members to committee and present to President for approval.
2. Keep the President informed of all meetings and activities of the committee.
3. Work with staff Liaison to coordinate committee activities.
4. Consult with President over possible changes to keep the Bylaws up-to-date
5. Prepare wording of Bylaws changes to be presented to Active members for adoption or rejection.
6. Assist the President at meetings of the Board to ensure correct interpretation of Bylaws.
7. File a final report of the committee's activities before the June general membership meeting.