

CSAM Bylaws and Constitution Committee

Preamble:

The Constitution and Bylaws Committee was struck in 2007 on behalf of the CSAM-SMCA board and membership. It is one of the core committees of CSAM. Actual changes to the Bylaws can be approved only by the members of CSAM-SMCA-SMCA at the Annual General Meeting of members, or a special meeting called for the specific purpose of a Bylaw change. Operating Rules and Procedures are internal matters which are not embedded in the Bylaws themselves and do not need approval by the general membership.

Membership:

There shall be up to four (4) members, one or more to be current Board members. All are to be appointed and approved by the Board.

Chair	- as appointed by the Board.
Quorum	- 50 %.
Term	- two years, renewable once; or as determined by the Board.

Responsibilities:

1. Review the Bylaws annually.
2. Recommend additions, deletions, and amendments to the Bylaws to the Board.
3. Recommend changes to operating rules and procedures to the Board

Meetings:

The committee will meet at least quarterly (3 teleconference meetings and 1 "in person" to coincide with the annual CSAM-SMCA Scientific Meeting); or in addition at the call of the chair, or as directed by the Board.. Members are asked to commit to participate in a minimum of 50% of the teleconferences and to attend the "in person" meeting. Meetings to be in person, electronic, telephone, or teleconference.

Decision Making Process:

Consensus, or by majority vote (50% + 1)

Reporting Process:

The Constitution and Bylaws Committee will report to the Board at its regular meetings, or to the Executive Committee as necessary, and to the CSAM-SMCA Annual General Meeting of members.