

Section: Committee Responsibility

Number: 102.2

Subject: Bylaws/Policy & Procedure Committee

Origin Date: 10/97

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:

1. Current membership in ASPAN/SCAPAN.
2. President Elect will serve as Chairperson of the committee.
3. Committee members will be assigned by the Chair with input from the president.
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 Palmetto Pulse edition.
9. Provides standard guidelines for District bylaws, serves as resource.
10. Reviews SCAPAN Policy and Procedures 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. Maintain documentation of all activities and passes 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.

Review/Revise: 4/01, 8/02; 4/06; 7/07; 9/09; 6/11