

| CURRENT BYLAWS EDITS                                  | PROPOSED OPERATIONS MANUAL OR FURTHER DISCUSSION NEEDED   |
|---|---|
| Duties of members<br>Article VI                       | Further defines duties of members with specificity as to numbers of meetings that must be attended, attendance at open houses or other activities, etc.   |
| Resignations and Expulsions<br>Article VII            | Remove specificity and list in operations manual  |
| Duties & Powers of the Vice President<br>Article XIII | <p>Bylaws currently say that it is the duty of the VP to coordinate all committee chairs and to require periodic reports from committees.</p> <p>This is not how this has been done since I joined the organization in 2015. If this is the case, then we need to delineate further the responsibilities of the VP and spell them out in the operations manual.</p> |
| Committees<br>Article XVI                             | Each committee's responsibilities and charter should be defined more clearly and included in the operations manual. If no policies or procedures exist for the committee responsibilities, then one should be created. For instance, the Finance Committee should develop and review fiscal procedures for guidance of the Association's finances.                  |