

TSGNA BY-LAWS COMMITTEE'S COMMISSION

1. The *By-Laws Committee* is composed of a Chairperson and one (1) voting member from each division.
 - The Chairperson is the President-Elect, who serves in this position in order to prepare for the term in office as President by becoming familiar with the By-Laws.
 - Committee members are selected by the Chairperson.

2. Submit written reports to the TSGNA President, Board of Directors and others, as follows:
 - A committee report, outlining the goals for the year, should be submitted to the TSGNA Board of Directors by Dec.1 This report should also contain the names, addresses and phone / fax numbers of the committee members and the purpose of the committee, and a copy should be sent to committee members.
 - A report summarizing progress and activities to the Board of Directors by April 1. (Copy to committee members.)
 - A report summarizing progress and activities to the Board of Directors by Sept.1(Copy to committee members.)
 - Agenda items and a year-end report summarizing progress (especially achievement of defined goals) and activities to the President one month prior to the TSGNA Annual Meeting, sending the requested number of copies of the report to the *Program Committee* Chairperson for inclusion in the syllabus for the TSGNA Annual Meeting. (Copy of report to committee members.)
 - Agenda items for other Board Meetings must also be submitted to the President one month prior to the meeting.
 - Reports as requested for the *TSGNA Newsletter*.
 - Other reports as requested.

3. Delegate duties to committee members, and request assistance from other Board Members, as indicated.

4. Facilitate implementation of goals.
5. Review by-laws, and bring recommended changes / additions before the Board of Directors for voting. (Refer to *TSGNA By-Laws Amendment Policy*.)
6. Present Board approved changes / additions to the TSGNA Membership at the Annual Business Meeting for voting.
7. Provide a copy of the by-laws to any TSGNA member upon request.
8. Maintain updated computer disc of by-laws.
9. Monitor completion of goals.