



Bylaws Committee *Member Position Description*

Title: ACTE Bylaws Committee Member

Duration: One two-year term; eligible for up to two terms total

Work Location: Committee members conduct their work remotely by communicating via email and conference call. The Bylaws Committee usually meets in person at ACTE's CareerTech VISION.

Impact of Work: To ensure the organizational documents of the Association conform to law and are reflective of the desires and needs of members and to ensure appropriate conformity of organizational and operational documents of the Association. For more information on the committee mission and objectives, view the Committee Charter.

Commitment: Serving on this committee requires a moderate time commitment (estimated at 5+ hours through the year). See the committee [workflow calendar](#) for details.

Roles and Responsibilities:

As a Committee Member:

- Read and respond to committee emails
- Review any materials provided in advance of calls/meetings
- Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
- Maintain confidentiality regarding committee discussion and potential amendments
- Familiarize oneself with the ACTE governance and bylaws amendment process

Qualifications: All committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee. It is recommended that members of this committee have knowledge of ACTE's organizational structure.

Training/Orientation: There is no training provided, but committee members can consult the Committee Handbook for more information [here](#).

Supervisor and Contact Information: All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison. Contact for both can be found [here](#).

Tentative Workflow Calendar

November:

- Review of proposed Bylaws amendments prior to committee meeting [1 hour]
- Committee meets in-person at VISION to discuss business, elect (or re-elect) Chair and recognize outgoing members [1 hour]
- Review VISION meeting minutes

February:

- Conference call to review/discuss any additional amendments [1 hour]

March:

- Review and approval of final amendment proposal via email *[1 hour]*
- Additional call may be needed if lawyer indicates proposed changes are problematic *[1 hour]*