

## **RESPONSIBILITIES OF THE BYLAWS COMMITTEE**

Bylaws: ARTICLE X, Section 2  
ARTICLE XVI

Chair - Appointed by the President

The Bylaws Committee consists of a chair and four members appointed by the President.

The chair of this committee is required to attend and to report at all Executive Board Meetings.

The chair of this committee is responsible for overseeing the maintenance and printing of the Bylaws booklet.

The chair of this committee serves on the Resolutions Committee in an advisory, non-voting role.

Proposed amendments to the Association Bylaws may be initiated by the Executive Board, or by the Bylaws Committee or through a petition to the Executive Board, signed by twenty-five (25) voting members. Proposed amendments created through the petition process will be referred to the Bylaws Committee for consideration and recommendation. The Bylaws Committee shall prepare and submit to the Executive Board its recommendations on these and on any proposed amendments initiated by the Bylaws Committee. The text of proposed amendments must be sent to the Executive Board at least one week prior to the meeting they will be voted upon.

If the Executive Board approves the proposed amendment, the Bylaws Committee Chair shall proceed to inform zone presidents of the proposed amendment and to request that the president present the proposed amendment for approval by the Zone. Each Zone has the freedom to decide the method whereby proposed amendments will be addressed by the Zone; i.e. through its governing body or at a Zone meeting. The result of the Zone's approval process is to be sent, as soon as possible, to the Association President with a copy to the NYSRTA Bylaws Chair.

At the Annual Meeting, the Chair shall present the proposed amendment(s) for a vote. Once two-thirds (2/3) of the Zones and two-thirds (2/3) of the delegates at an Annual Meeting have approved proposed amendment(s), the amendment(s) become part of the Association Bylaws.

Up-to-date Bylaws will be maintained on the NYSRTA website for the use of all members. In addition, printed copies will be made available to members of the Executive Board and the cabinet and to the Zone Bylaws Chairs as well as to delegates to the next Annual Meeting.

Updated May 2015

## **RESPONSIBILITIES OF THE ZONE BYLAWS CHAIR**

It is the recommendation of the Association that each Zone have a person designated as its Bylaws Chair. This may be a collateral duty of a person fulfilling another function within the Zone.

The responsibilities of the Zone Bylaws Chair could include, but are not limited to:

1. To serve the Zone President as a resource person on the Zone and Association Bylaws.
2. To help ensure that the requirements of the Zone and Association Bylaws are being followed.
3. To ensure that the Zone Bylaws are revised as appropriate in order that they not be in conflict with changes in the Association Bylaws.
4. To assist the Zone President in carrying out his/her duties regarding the presentation of, and the Zone's action on, proposed amendments to the Association Bylaws. The Zone Bylaws Chair shall ensure that the Zone's action on proposed amendments is reported in a timely manner to the Association President and the Chair of the NYSRTA Bylaws Committee.
5. To communicate with the Chair of the NYSRTA Bylaws Committee when requested and whenever a Zone's concern needs to be addressed.
6. To ensure that copies of the Zone Bylaws are available to any member of the Zone who requests one.
7. To advise any Zone member on how to obtain a copy of the Association Bylaws. (These are available on the website, [www.nysrta.org](http://www.nysrta.org), or by request from the Association office.)

Adopted 2010

What may seem like wasted space in this spot is intended to provide integrity to the material on the pages following.