2013 NNELL BYLAWS

NNELL BYLAWS COMMITTEE
2013-2015

Nadine Jacobsen-McLean (Chair)
Dorie Perugini
Marcela Summerville
Kate Krotzer
Katherine Olson-Studler
Keep in mind….

We will go over the process and the suggested changes first so we have time for discussion after.

A NNELL Handbook of Policies and Procedures is in being initiated by the Bylaws Committee in order to address matters that are not covered in the bylaws.
2013 NNELL Bylaws Suggestions

Since August 2013 the committee has been meeting online via Skype as well giving continual feedback using a Google doc in order to keep track of ongoing discussions regarding the bylaws. Guests have been invited to the Bylaws Committee meetings in order to discuss certain areas of the bylaws. The following draft has been brought to the NNELL Board for feedback.
Feedback

We invite you to review the draft and submit your comments to the chair, Nadine Jacobsen-McLean at:

njacobsen@nnell.org

by December 22, 2013.
**Part of the process***

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* Above is an example of how we went section by section review and drafting changes to the bylaws. Each person labeled their feedback with their initials so that they could discuss their ideas during one of our many meetings or continued on the google doc itself.
Current Bylaws

Can also be found on the NNELL website @

http://www.nnell.org/bylaws.shtml
Timeline

✓ Phase 1: Initiate Bylaws suggestions (Summer 2013)

✓ Phase 2: Create draft

✓ Phase 3: Present to members & collect feedback (ACTFL 2013)

Phase 4: Revisit Bylaws with feedback & create new bylaws for vote

Phase 5: Vote on Bylaws (Spring 2014)

Phase 6: Articles of Incorporation

Phase 7: Finalize Bylaws, Articles of Incorporation & Constitution, NNELL Handbook of Policies and Procedures
Article I:

Article I. Membership

Section B. The membership year shall be the academic year from September 1-August 31. The Executive Board shall determine the amount for each membership category. Members who have paid dues shall be considered in good standing and shall have voting privileges, shall receive the organization’s official publication and electronic mailings, and shall have access to the Members-Only section of the organization’s website. Members whose dues remain unpaid shall be dropped from membership, but payment of current dues shall entitle such persons to reinstatement.
Article I:

Article I. Membership

Highlights:

This section was added.

We will discuss membership a little later

Article I. Official Name and Purpose

The name of this Association shall be the National Network for Early Language Learning (NNELL). The purpose of NNELL is to provide leadership to support early language learning and teaching.
Article II: Election of Officers

Highlights:
This section was moved to Article IV: Section A
Article II: The NNELL Board

The NNELL Board shall be made up of the Executive Board, the appointed officers, and the Advisory Board. Together they will function in their established capacities as overseers of the organization. The Executive Board shall consist of four elected officers: President, Past President, President Elect and the Treasurer. The appointed officers with voting privileges shall be the Network Coordinator and the Advocacy Chair. The appointed officers who are non-voting members shall be the Executive Secretary and the Journal Editor.

Article II. Election of Officers

Highlights:

This section was moved to Article IV: Section A
Article III:

Highlights

• Lifetime membership has been added

• Organizational, Friend and Publisher memberships have been eliminated from the bylaws

• Sponsorship/Friend of NNELL is still in discussion but will not be in the bylaws

• Section C. Election of Officers and Section D. Vacancy in any office or position sections have been moved to Article IV
**Article III:**

**Article I. Membership**

**Section A.** There shall be six categories of membership:

1. Regular Membership: dues for US and international members
2. Student Membership: dues for full-time US and international college/university students
3. Retiree Membership: dues for retired US and international members
4. Organizational Membership: dues for US and international educational organizations
5. Friend of NNELL: dues for US and international supporters of NNELL who have made contributions of $1,000 or more during a membership year
6. Publisher Membership: dues for US and international publishers

**Article III. Membership**

**Section A.** Categories of membership:

Regular members: Educators, consultants and parents interested in early language learning.

Student members: University / college students who are enrolled in post-secondary programs.

Retired members: Members who have retired from active employment.
Article III:

Article I. Membership

Section B. The membership year shall be the academic year from September 1-August 31. The Executive Board shall determine the amount for each membership category. Members who have paid dues shall be considered in good standing and shall have voting privileges, shall receive the organization’s official publication and electronic mailings, and shall have access to the Members-Only section of the organization’s website. Members whose dues remain unpaid shall be dropped from membership, but payment of current dues shall entitle such persons to reinstatement.

Article III. Membership

Section B. The membership year shall be the academic year from September 1-August 31. The Executive Board shall determine the amount for each membership category. Members who have paid dues shall be considered in good standing, shall have voting privileges, shall receive the organization’s official publications and electronic mailings, and shall have access to the Members-Only section of the organization’s website.
Article IV: Duties of Officers

Highlights

- Please compare with the current bylaws for more detailed changes

- Section A. Election of Officers has been added

- Section F. Membership Secretary has been eliminated partly as a result from improvements in technology and how membership is handled. Many duties have been consolidated within other officers’ duties.

- Current Bylaws Section G: The Editor of the organization’s official publication has been renamed and changed to Journal Editor; however, this may be moved out of the bylaws if it becomes a paid position.
Article IV: Duties of Officers
Highlights continued…

● Section I. Regional Representatives have been moved to Article V.
  • This has been replaced with a section addressing Removal/Vacant positions which was not in the current bylaws.

● Section J. The Editor of the Organization’s Website section has been removed; however, this contracted position remains and is detailed in the contract amongst the Executive Board’s documents. The committee agreed it may not be necessary in the Bylaws.

● Section L. The NNELL Organizational Liaison has been eliminated.
Article IV: Duties of Officers

Section A. The President

Section A. The President shall be the official representative of the organization and shall preside at all meetings. The President shall call meetings of the Executive Board and carry out all business of the organization. The President shall appoint committee chairs and oversee all committees. The President shall name the Advisory Board and appointed Board positions. The President shall appoint the Executive Secretary and Membership Secretary with approval of the Executive Board. The President shall act for the organization between meetings of the Executive Board and shall keep the Executive Board informed on matters pertinent to the organization. The term of the President is two years. Following that term, s/he shall serve on the Executive Board for two years as Immediate Past President.

Section A. Election of Officers

Section A. Election of Officers shall be elected by a majority of votes submitted by the members. Election shall be done by written ballot and/or electronic means and opened to members as specified in the policy manual. The president, with the approval of the Executive Board, shall appoint a Nominating Committee of three members with the Past President serving as Chair. No member of the Executive Board, other than the Immediate Past President, shall serve on the Nominating Committee. The newly elected officers shall start the transition of their duties at the organization’s Annual Meeting of the Executive Board and assume full responsibility in January.
Article IV: Duties of Officers

Section A. The President

Section A. The President shall be the official representative of the organization and shall preside at all meetings. The President shall call meetings of the Executive Board and carry out all business of the organization. The President shall appoint committee chairs and oversee all committees. The President shall name the Advisory Board and appointed Board positions. The President shall appoint the Executive Secretary and Membership Secretary with approval of the Executive Board. The President shall act for the organization between meetings of the Executive Board and shall keep the Executive Board informed on matters pertinent to the organization. The term of the President is two years. Following that term, s/he shall serve on the Executive Board for two years as Immediate Past President.

Section B. The President

Section B. The President shall be the official representative of the organization and shall preside at all meetings. The President shall call meetings of the Executive Board and carry out all business of the organization. The President shall oversee all committees. The President shall act for the organization between meetings of the Executive Board and shall keep the Executive Board informed on matters pertinent to the organization. The President shall work with the Treasurer to oversee the financial matters of the organization and should have secure access to all financial transactions. The term of the President is two years. Following that term, the President shall serve on the Executive Board for two years as Past President. This is a voting position.
Article IV: Duties of Officers

Section B. The Vice-President

Section B. The Vice-President shall preside in the absence of the President and shall succeed to the Presidency either if a vacancy occurs or when the President’s term ends. The Vice-President shall chair the Bylaws Committee and the Awards Committee. The Vice-President carries out duties as assigned by the President. The term of the Vice-President is two years.

Section C. The President-Elect

Section C. The President-Elect shall preside in the absence of the President and shall succeed to the Presidency either if a vacancy occurs or when the President’s term ends. The President-Elect shall chair the Bylaws Committee and the Awards Committee. The President-Elect carries out duties as assigned by the President. The term of the President-Elect is two years. This is a voting position.
Section C. The Secretary/Treasurer

shall record and distribute to the Executive Board the minutes of all Executive Board meetings. S/he shall record and distribute the minutes of all membership meetings to the membership. The Secretary/Treasurer is also responsible for submitting records of the organization for archival purposes. The Secretary/Treasurer shall work with the Executive Secretary to oversee the financial operations of the organization and provide financial reports to the Executive Board and membership. The term for the Secretary/Treasurer is two years.

Section D. The Treasurer

assumes all financial responsibilities and shall provide financial and membership reports to the Executive Board and members on a regular basis. The Treasurer is responsible for maintaining all financial records for archival purposes. The Treasurer shall prepare and oversee compliance with all federal and/or state reporting as required for tax exempt organizations. The Treasurer shall apprise the President and Executive Board of such matters. The Treasurer shall be responsible for the disclosing and posting of financial information for public transparency as required by law for tax exempt organizations. The Treasurer shall work with the President who provides a checks and balance role with regard to all financial matters of the organization. The term for the Treasurer is two years with option of a one-time renewable term. This is a voting position.
Article IV: Duties of Officers

Section D. The Immediate Past President shall chair the Nominating Committee and serve as editor of the organization’s electronic publication. The Immediate Past President shall serve as the organization’s representative to the Delegate Assembly at the annual meeting of the American Council on the Teaching of Foreign Languages. The term of the Immediate Past President shall be two years.

Section E. The Past President shall chair the Nominating Committee for two years. The Past President shall serve as the organization’s representative to the Delegate Assembly at the annual meeting of the American Council on the Teaching of Foreign Languages (ACTFL) for two years. The term of the Past President shall be two years. This is a voting position.
Article IV: Duties of Officers

Section E. The Executive Secretary

Section E. The Executive Secretary shall be appointed by the President, with approval of the Executive Board, for a renewable three-year appointment. The Executive Secretary shall serve as the primary contact for the organization and shall respond to inquiries about early language learning. S/he shall be responsible for overseeing the maintenance of the membership database with the Membership Secretary, receiving membership dues, and depositing them in the financial organization approved by the Executive Board. S/he shall be responsible for maintaining the financial records of the organization and for keeping the Executive Board apprised of the state of the organization in collaboration with the Secretary/Treasurer. S/he will work closely with the Executive Board in carrying out the mission of the organization.

Section F. The Executive Secretary

Section F. The Executive Secretary shall record and distribute the minutes of all Executive Board meetings. The Executive Secretary shall record and distribute the minutes of all membership meetings to the membership. The Executive Secretary is also responsible for submitting records of the organization for archival purposes. The Executive Secretary will handle correspondence related to tax exempt, non-profit and tax-related matters and will work closely with the Treasurer in such matters. The Executive Secretary will apprise the President and Board of such correspondence. The Executive Secretary shall be responsible for responding to inquiries related to membership in the organization. The Executive Secretary shall work closely with the Executive Board to compile electronic communication to be sent out to the membership, following an established publication calendar. The Executive Secretary shall be appointed for a one time renewable three-year term. This is a non-voting position.
Article IV: Duties of Officers

Section F. The Membership Secretary

Section F. The Membership Secretary shall be appointed by the President with approval of the Executive Board, for a renewable three-year appointment. The Membership Secretary shall be responsible for overseeing the maintenance of the membership list, sending the annual membership renewal correspondence, and receiving membership dues. S/he shall be responsible for responding to inquiries related to membership in the organization and for providing the Executive Board, state and regional representatives, journal editor, and website editor with current membership information. S/he shall work closely with the Executive Board in sending electronic communication to the membership, following an established publication calendar. The Membership Secretary shall work with the Executive Secretary to prepare membership materials for Executive Board meetings and the annual conference.

Eliminate

In the mean time, Tammy Dann is acting as the interim Membership Secretary. We are also working on a FAQ in order to point members to the correct Board member for their questions.
Article IV: Duties of Officers

Section G. The Editor of the organization’s official publication

Section G. The Editor of the organization’s official publication shall be appointed by the President with approval of the Executive Board, to serve on the Board for a renewable one-year appointment, beginning May 1 of the calendar year. The Editor shall be responsible for the preparation of two issues of the official publication which will appear in the fall and spring of each membership year. Prior to publication, the Editor will report to the Executive Board plans concerning the content, length, and deadline of each issue. The Editor shall be responsible for appointing annually in May for the following academic year editorial staff that may include Guest Editors, Contributing Editors, and a Review Board. Each will be selected from the NNELL membership. The Editor shall be responsible for the content of each publication, establish deadlines, define a process for and supervise the refereeing of articles, and supervise work of the Guest Editors, Contributing Editors, and Review Board. The Editor shall organize and supervise the preparation, design, printing, and mailing of the publication and will request the disbursement of funds from the Executive Secretary for the publication process.

Section G. The Journal Editor*

Section G. The Journal Editor will be responsible for the content of each publication, establish deadlines, define a process for and supervise the refereeing of articles, and supervise work of the Guest Editors, Contributing Editors, and the Journal Editing Committee. The Journal Editor shall organize and supervise the preparation, design, printing, and disbursement of the publication and chair the Journal Editing Committee. The Journal Editor shall be appointed by the President with approval by the NNELL Board for a one time renewable three-year term. This is a non-voting position.

* This may be moved out of the bylaws if it becomes a paid position. Currently, the president is acting as the Editor of the organization’s official publication.
Article IV: Duties of Officers

Section H. The National Networking Coordinator shall be appointed by the President to serve on the Executive Board for a renewable appointment of three years. S/he shall oversee the work of the regional and state representatives, coordinate placement of representatives with the President, and publish the National Networking Newsletter three times a year. The National Networking Coordinator shall chair the NNELL Conference Committee and shall work closely with the Executive Board in the development of NNELL-sponsored institutes and professional development events for NNELL members. S/he will also serve as chair of NNELL’s ACTFL Conference Committee.

Section H. The National Networking Coordinator shall oversee the work of the regional and state representatives, and coordinate placement of representatives with the President. The National Networking Coordinator shall share the two semi-annual reports from the regional reps with the Executive Board. The National Networking Coordinator shall chair the NNELL Events Committee and work in tandem with state and regional reps to carry out the responsibilities of the events. The National Networking Coordinator shall work closely with the Executive Board in the development of NNELL-sponsored institutes and professional development events for NNELL members. The National Networking Coordinator shall be appointed by the President with the Board’s approval for a one-time renewable appointment of three years. The National Networking Coordinator is recommended to have served as a state or regional rep and have been a member of NNELL for at least three years before being appointed to this role. This is a voting position.
Section I. The six Regional Representatives shall be appointed by the President for a renewable three-year term to the Advisory Board and shall report directly to the National Networking Coordinator. Each Regional Representative shall be responsible for maintaining frequent contact with individual state representatives within the particular region, and for submitting news of the individual states’ NNELL-related activities to the National Networking Newsletter three times per year. Regional Representatives shall be invited to attend the Annual Meeting of the Executive Board. They shall attend the annual meeting of Regional Representatives, and summer meetings as called.
Article IV: Duties of Officers

Section K. The Early Language Learning Advocate

The Early Language Learning Advocate shall be appointed by the President to serve on the NNELL Board for a renewable appointment of three years. The Early Language Learning Advocate shall chair the Advocacy Committee. The Early Language Advocate shall work closely with the President and Executive Board in promoting early language learning and staying abreast of current policies and issues. The Early Language Advocate shall oversee advocacy initiatives of the organization and respond to requests for advocacy needs at the national, state, and local level. The Early Language Advocate shall maintain a compilation of current research in the field of early language learning for use in dissemination to the membership and for posting on the organization’s website.

Section I. The Advocacy Chair

The Advocacy Chair shall work closely with the President and Executive Board in promoting early language learning and staying abreast of current policies and issues. The Advocacy Chair shall maintain a compilation of current research in the field of early language learning for use in dissemination to the membership and acts as the chair of the advocacy committee. The Advocacy Chair shall work closely with the Advocacy Committee in the development of NNELL publications related to advocacy for NNELL members. The Advocacy Chair shall be appointed by the President with the Board’s approval for a one-time renewable appointment of three years. This is a voting position.
Article IV: Duties of Officers

Section J. Removal / Vacant position

Section J. Removal / Vacant position. A vacancy in any office or position except that of the President shall be filled by an appointment of the President with approval of the Executive Board. In the case of a vacancy in the office of President, the President Elect shall succeed to the Presidency, except in the case where s/he has been appointed to that position. In such a case, the President shall be elected by the membership in a special election. At any regular or special meeting, any officer may be removed by majority vote of the Executive Board for failure to carry out the duties of the office as prescribed by these bylaws, conduct detrimental to the organization, or lack of sympathy with stated purpose of the association. Any officer proposed to be removed is entitled to five business days notice of the meeting at which the removal shall be considered and may address the Board at such meeting.
Article IV: Duties of Officers

Section L. The NNELL Organizational Liaison(s) shall be appointed by the President to serve on the Advisory Board for a renewable term of three years.
Article V:

Highlights:

● Section A: Regional Representatives has been added to this Article

● Section C: The Removal/Dismissal of Regional and State Representatives has been added

● Each Section has been changed significantly following discussions with the National Networking Coordinator along with a Regional and State Representative.
Section I. The six Regional Representatives shall be appointed by the President for a renewable three-year term to the Advisory Board and shall report directly to the National Networking Coordinator. Each Regional Representative shall be responsible for maintaining frequent contact with individual state representatives within the particular region, and for submitting news of the individual states’ NNELL-related activities to the National Networking Newsletter three times per year. Regional Representatives shall be invited to attend the Annual Meeting of the Executive Board. They shall attend the annual meeting of Regional Representatives, and summer meetings as called.

Section A. The six Regional Representatives shall be appointed by the National Networking Coordinator with approval of the Executive Board for a renewable three year term and shall report directly to the National Networking Coordinator. Each Regional Representative shall be responsible for:

- maintaining frequent contact with individual State Representatives within the particular region.
- submitting two reports from their region with news from the individual State Representatives per year.
- updating information from their region on the NNELL forum within the NNELL website and contribute to other social media sites for NNELL.
- working with their State Representatives on representing NNELL at state and regional events with supports such as attending the conference, holding a members’ meeting, hosting a NNELL display or presenting a session/workshop at the conference.
- actively assisting the National Networking Coordinator on regional events and actively serving on the Events Committee.
- participating in one Annual Meeting of the Executive Board per year.
- serving as the direct contact person for NNELL members of that state in the event that a state does not have a NNELL representative.
The fifty State Representatives shall be appointed by the National Networking Coordinator, with the approval of the President, for a renewable one-year term and shall report directly to the Regional Representative within their geographical area. Each State Representative shall be responsible for maintaining frequent contact with the NNELL members in their state, for engaging in ongoing and active recruitment for NNELL membership, for contributing to the National Networking Newsletter three times per year and for offering at least one session annually at their state conference.
Article V:

Section C. The Removal/Dismissal of Regional and State Representatives

This section did not exist and will not take effect immediately. Once informed of the new duties, both State and Regional Representatives will have an opportunity to step up and comply with the new description or step down in light of the new duties.

Section C. The Removal/Dismissal of Regional and State Representatives. At any regular or special meeting, any regional or state representative may be removed by majority vote of the Executive Board for failure to carry out the duties of the office as prescribed by these bylaws, conduct detrimental to the organization, or acute disengagement from priorities for the association. Any officer proposed to be removed is entitled to five business days notice of the meeting at which the removal shall be considered and may address the Board of Directors at such meeting.
Article V/VI. Standing Committees

Highlights:

- Section D: The Finance Committee has been eliminated.
- Journal Editing Committee has been added.
- Section E: The Conference Committee has been renamed the Events Committee.
- Each Section has also been updated. Please refer to the current bylaws for these changes.
Section A. The Nominating Committee shall present a slate of candidates for each vacant office for the election of officers and shall prepare a ballot that includes a short description of each candidate’s qualifications to be mailed to the membership with the renewal membership mailing. This committee shall be chaired by the Immediate Past President and shall be made up of three members, including the chair.

Section A. The Nominating Committee shall present a slate of candidates for each vacant office for the election of officers and shall prepare a ballot that includes a short description of each candidate’s qualifications to be sent to the membership with the renewal notice. This committee shall be chaired by the Past President for two years and shall be made up of three members in good standing to serve and be appointed by the chair with approval of the Executive Board for a one-time renewable appointment of two years.
Section B. The Awards Committee shall organize the nomination of NNELL members for national awards in the foreign language profession. This committee shall be chaired by the Vice-President and shall be made up of three members, including the chair.

Section B. The Awards Committee shall organize the nomination of awards and supported by and for awards in the foreign language profession. This committee shall be chaired by the President Elect and be made up of three members in good standing to serve and be appointed by the chair with approval of the Executive Board for a one-time renewable appointment of two years.
Section C. The Bylaws Committee shall study all proposed changes in the Constitution and Bylaws and report to the Executive Board recommendations for appropriate wording and actions on proposals. The Bylaws Committee shall publish changes in the organization’s official publication and in the Members-Only Section of the organization’s website in the spring of the membership year and shall send the changes to the membership with the renewal mailing for a vote by the membership. The Vice-President shall chair this committee, and the President shall appoint three members to serve.

Section C. The Bylaws Committee shall study all proposed changes in the Constitution, Articles of Incorporation and Bylaws and report to the Executive Board recommendations for appropriate wording and actions on proposals. The Bylaws Committee shall present changes to the membership for approval by majority of votes submitted by members by written ballot and/or electronic means provided to members. The President Elect shall chair this committee and appoint two board members and two non-board members in good standing to serve with approval of the Executive Board for a one-time renewable appointment of two years.
Article V/VI. Standing Committees

Section D. The Finance Committee shall assist the Executive Secretary and Secretary/Treasurer in preparing the annual budget that will be presented to the Executive Board at the annual board meeting and to the membership for approval by vote at the annual membership meeting. The Secretary/Treasurer shall serve as chair of this committee. This committee shall consist of three members, including the chair.

Eliminate
Section D. The Journal Editing Committee shall assist the Journal Editor with the content, organization, preparation and design of each publication. The Journal Editing Committee is to be chaired by the Journal Editor. The five Journal Editing Committee members shall be appointed by the Journal Editor with approval of the Executive Board for a one-time renewable appointment of three years and must be in good standing to serve.
Article V/VI. Standing Committees

Section E. The Conference Committee

The Conference Committee shall organize and coordinate NNELL sessions and the NNELL booth at the annual meeting. The National Networking Coordinator shall chair this committee, and the President, upon recommendation of the National Networking Coordinator, shall appoint a minimum of three members to serve from among the state and regional representatives.

Section E. The Events Committee

The Events Committee shall organize and coordinate NNELL sessions and the NNELL booth at all NNELL events, including annual meetings, nationally, regionally, and at the state level. The National Networking Coordinator shall chair this committee consisting of a board member and state and regional representatives in good standing. The Events Committee members shall be appointed by the National Networking Coordinator with approval of the Executive Board for a one-time renewable appointment of three years.
Section F. The Advocacy Committee shall organize and promote early language learning at the local, state, and national level. The Early Language Advocate shall chair this committee, and the President, upon recommendation of the Early Language Learning Advocate, shall appoint a minimum of three members in good standing to serve.

Section F. The Advocacy Committee shall organize and promote early language learning at the local, state, and national level through the development of NNELL-publication related to advocacy for NNELL members and is to be chaired by the Advocacy Chair. The Advocacy Committee shall be appointed by the Advocacy Chair with approval of the Executive Board for a one-time renewable appointment of three years. The Advocacy Chair shall work in tandem with this committee and it shall include a minimum of three members in good standing to serve.
Article VII. Amendments

Highlights:

Sections B & C have been updated to accommodate votes to be submitted electronically.
Article V/VI. Standing Committees

Section A. A proposed amendment may be submitted to the membership by: (1) a majority vote of the Executive Board or (2) a petition signed by 30 members in good standing of the organization.

Section B. A proposed amendment shall be sent to the membership in writing with the renewal mailing for a vote and shall appear in the Members Only section of the organization’s website.

Section C. The bylaws may be amended by subsequent ratification by two-thirds vote of the membership responding by electronic means.

All matters not covered by the Constitution and Bylaws and other basic documents of the Organization shall be governed by the current edition of Robert’s Rules of Order, Newly Revised.
Feedback / Discussions