

RTP Corvettes
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By-Laws Committee Charter

The By-Laws Committee is formed by The Board of Directors to assist with the annual review of the By-Laws for changes, if any.¹

Additionally, the By-Laws Committee will review and propose changes, if any, to the General Release and Indemnification Form signed by all club members when applying to become members of RTP Corvettes.

Desired # of Members: Club Secretary + 2

Annual Time Commitment: 4 – 6 hours

Time Commitment:

- **August - 1 to 2 hours**
 - Secretary sends email requesting members to submit any recommendations for changes to the By-laws or General Release/Indemnification Form.
 - Committee members review the By-laws and Release/Indemnification and identify areas of potential concern/change.
- **September – 1+ hours (time commitment depends upon number/type/amount of change)**
 - Committee reviews and develops list of items they feel need to be addressed.
 - For any areas of change, discuss options regarding best practices, research alternatives, etc.
 - Draft proposed amendments.
 - Committee agrees on proposed changes
 - **Deliverable:** Written amended By-Law amendments and Release/Indemnification Form sent to the Board of Directors prior to their October meeting.
- **October – 1 – 2 hours**
 - Present changes to Board of Directors and reach agreement on any changes to the draft.
 - Update draft amended bylaws and General Release / Indemnification Forms
- **November: 1 Hour**
 - Club Secretary sends drafted amended documents to membership in preparation for approving / not approving amendments at the January meeting.²
- **January:**
 - Motion to approve changes to By-Laws (and indemnification form?)
 - Club Secretary sends finalized bylaws to membership
 - Membership Director Implements revised indemnification form.

¹ Per By-Laws Article VI “The Constitution and By-Laws will be reviewed at the annual meeting. The membership will be reminded to review the Constitution and By-Laws and proposed changes will be discussed at the January meeting.”

² Per the By-Laws Article VI “The Board of Directors of the Club, or any ten active members in good standing, by written proposals submitted to the Secretary, may propose an amendment to the By-Laws. Upon such proposal being made, a copy thereof shall be included in the notice of the next meeting of the members.”