

SSR Bylaws Committee: Standard Operating Procedures
Updated: 07/2012

SSR Bylaws, Article XI: Section 4 (e): The Bylaws Committee composed of three or more Members of the Society shall analyze the appropriateness of the Bylaws and assess problems and conflicts which arise between recommendations and/or practices of the Board of Directors and the Bylaws of the Society. It shall recommend alterations or repeal of existing Bylaws and propose new Bylaws as appropriate to the Board of Directors.

SSR Bylaws: Article XVI, Section 1: All Bylaws of the Society shall be subject to alteration or repeal, and new Bylaws may be made, by the affirmative vote of 2/3 of the Membership entitled to vote and responding to a ballot, following discussion at the Annual Business Meeting.

Leadership and Liaisons

1. The Chair prepares a report to the Board of Directors on Committee activities that is due approximately one month before the Annual Society Meeting and the Mid-Winter Board Meeting.
2. The Chair presents the proposed revisions in the Bylaws for discussion by the Membership present at the Annual Business Meeting.
3. The Chair communicates with the Board of Directors through the Committee Liaison and/or President at the Annual Meeting and Mid-Winter Board Meeting. The Chair also may be requested to meet with the Board at the Annual Meeting of the Society to discuss proposed revisions in the Bylaws.
4. The Chair prepares a description of the proposed changes in the Bylaws for presentation at the Annual Business Meeting and to accompany the ballot.
5. The Chair prepares articles for the SSR Newsletter describing proposed changes in the Bylaws.

Duties of the Committee

1. The Committee Members assist the Chair in drafting the proposed revisions for submission to the Board of Directors and assist in preparing the description of the proposed changes in the Bylaws for presentation at the Annual Business Meeting and to accompany the ballot.
2. The Committee Members examine the wording of the Bylaws to identify conflicting statements, needs for clarification, and discrepancies between current practices in the Society and those described in the Bylaws.

Procedures for Revision to the Bylaws:

- 1a. The Committee drafts specific language for changes in the Bylaws at the request of the Board of Directors. These requests have been discussed and approved at the Summer or Mid-Winter meeting of the Board of Directors. The draft is reviewed at the subsequent meeting of the Board of Directors and either approved, modified and approved, or referred back to the Bylaws Committee for modification.
- 1b. Alternatively, the Committee proposes changes in the Bylaws to the Board of Directors which are then considered by the same procedures as described.
2. Following approval by the Board of Directors, the proposed revisions are discussed at the next Annual Business Meeting. A summary of this discussion is published in the October Newsletter, and Members are invited to submit comments to the Chair of the Bylaws Committee. The proposed revisions are then submitted to the Regular Members of the Society for electronic or mail ballot vote. If approved by 2/3 of the Regular Members who have submitted a ballot, the Bylaws are changed as proposed. Honorary Members, Associate Members, Trainee Members, and Sustaining Associates are not entitled to vote on revisions to the Bylaws.

Modifications to this SOP require Board approval before they are applicable.

SSR: 5/17/2007

JJ: 6/21/2007

FINAL: 11/10/08

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*Directors can serve as ex officio members on committees, but should not be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. Trainee members can serve on committees when invited and participate in all committee communications and discussions. The trainees on the committee can vote**

**As approved by the SSR Board of Directors at the 2012 Summer Board Meeting.*