



BYLAWS COMMITTEE CHARTER

Purpose

The Bylaws Committee shall assist the board of directors in fulfilling its oversight responsibilities related to the creation and maintenance of the association's bylaws. The Bylaws Committee shall conduct an annual review of the bylaws and address changes necessary to enhance NACA's governance structure and make recommendations to the Board of Directors.

Membership

The board will appoint the committee chair and members and each will serve a term of one year. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The committee shall have a minimum of two members and a maximum of five members.

All members of the committee shall be NACA members in good standing.

Authority

The committee has no expressed or implied power or authority.

Responsibilities

- Review existing bylaws to ensure they contain the fundamental aspects to help properly govern the internal affairs of the association. This will include modernizing existing language and modifying/adding content to be consistent with current policies and procedures for the running of the association.
- Submit recommended changes to the board of directors.
- Prepare a report of recommended changes to the association membership prior to the annual membership meeting, at which time the changes will be voted on during the membership meeting.

Meetings



The committee will meet at least quarterly and more often as needed. A majority of the committee members shall constitute a quorum. The committee chair will keep a copy of the committee meeting minutes and forward a copy to the board secretary. The committee chair may invite any director, officer, staff member, expert, or other advisor who isn't a member of the committee to attend, but these individuals have no voting power.

The committee will review its charter annually and recommend any proposed changes to the board for review.

This charter was approved by the board on February 15, 2024. This charter was last updated on February 15, 2024.