## By-Laws and Procedures Committee

DUTIES

The Committee shall monitor and revise the By-Laws and Procedures Manual (the “Manual”, sometimes referred to as the Blue Book) to assure that it expresses current By-Laws, procedures and practices. The Committee shall consider and propose changes in the Manual to the Council for approval and implementation.

MEMBERSHIP

The members of the By-Laws Committee (the “Committee”) shall be: the Director, the Vice Director, the two most recent Past Directors, and other members that may be appointed by the Chairman. The Immediate Past Director serves as the Chairman. The Chairman may appoint an Archivist, duties below, who may be one of the members named above or an additional member of the Committee. To assure consistent procedures, the Archivist should be encouraged to serve for several years and must be familiar with, and have on his home computer, the software used to maintain this Manual.

PROCEDURES

The Committee will review or generate proposed changes to the By-Laws, and the Chairman will submit recommendations for changes to the Council for approval. Changes approved by the Council will be submitted to the members for approval. A majority vote of a quorum at a regular Membership Meeting is required to adopt recommended changes to the By-Laws. Notice of recommended changes will be announced at the meeting and placed on the bulletin board one week before voting.

The Committee will review changes in “Committees & Groups Duties and Procedures” proposed by Chairmen of the other Old Guard Committees & Groups or generated by members of the Committees & Groups. Procedural or minor changes in “Committees & Groups Duties and Procedures” of the various Committees & Groups shall be made with concurrence of the Committee or Group and the chairmen of the affected Committees or Groups. However, the Chairman will submit significant changes, such as those involving substantial funds or affecting Old Guard activities or members beyond the affected Committee or Group, to the Council for approval. Membership approval is not required for changes in “Committees & Groups Duties and Procedures”.

The Archivist will maintain the Manual as an electronic document, with suitable backups. He will issue a new PDF version whenever the Manual is updated by the Committee, and furnish a copy to the Webmaster for posting at the Old Guard website.

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