

Constitution and By Laws

Committee Responsibilities: This FACAA committee is responsible for matters involving consideration for changes in the By Laws. Proposed changes to the By Laws require notification by FACAA Secretary 30 days prior to consideration at the Annual Membership Meeting.

Monthly Duties:

October – November: Welcome committee members and outline expected duties and timeframe.

December:

January:

February:

March:

April:

May:

June:

July: Submit committee report to Chair of FACAA Annual Report. Assure proper notice (30 days) of any proposed By Law changes is met.

August:

September: Actions on proposed changes are considered at the Annual Meeting, generally held in September.

Important Deadlines:

- ✦ 30 days prior notice required on any proposed changes.
- ✦ July – Submit committee report for FACAA Annual Report.

Awards and Plaque Information: