

# Case Management Society of New England

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**Policy 30-04**

**Date: May 15, 2004**

## **Policy and Procedure: Bylaws Committee and Guidelines for Committee Participation**

The Case Management Society of New England is a recognized professional entity actively engaged in promoting educational opportunities and networking for its members.

### **The Goals of the Bylaws Committee are:**

- to assure that CMSNE's chapter bylaws are in compliance with the CMSA National bylaws and adhere to the overall mission and goals of the organization.
- to review and make recommendations in regards to approval and revision of chapter documentation, to include but not limited to new and existing Policy and Procedures, marketing documents, commitment letters, contracts, etc. to ensure that they are in accordance and compliance with existing chapter bylaws and procedures.

### **Composition of the Bylaws Committee:**

- An Executive Board Liaison
- A Chairperson recommended by the previous year's chair and designated by the CMSNE Executive Board.
- At least two additional committee members.

The Bylaws Committee is led by a Chairperson with support from the Executive Board Liaison and Executive Director. This is accomplished through regular written updates to the Bylaws Committee E-mail group and direct communication

### **Benefits of Committee membership:**

Committee members benefit from involvement in the following manner:

- Increased awareness of national and chapter governing the operation of the organization.
- Development of research and writing skills.
- Active participation on this committee provides the member with the opportunity for inclusion in a raffle for a free registration to CMSNE's annual conference.

### **Role of the Committee Chairperson:**

- The Chairperson must be a current and active member of the Chapter. It is preferred that the Chair will have served at least one (1) previous year as a member of the Bylaws Committee.
- The Chair agrees to serve for a period of at least one (1) full year.
- The Chairperson shall actively mentor at least one member of the Committee as a successor for the next term.
- The Chairperson is the committee's primary point of contact with the Executive Director who will bring issues to the attention of the President and Executive Board.
- The Chairperson is responsible for timely review and revision of CMSNE Chapter Bylaws, keeping in compliance with National and local directives and updates.

- The Chairperson in cooperation with the committee members will ensure timely evaluation and feedback of documentation submitted to the committee for review to guarantee that they interface appropriately and are in compliance with the approved and established CMSA and CMSNE Chapter Bylaws. Documentation to include but not limited to existing and new Policy and Procedures, marketing documents, commitment letters, contracts, etc.

**Role of the Committee Member:**

- Committee members must be current and active members of the Chapter.
- Each committee member must agree to be an active participant on the committee for a period of at least one (1) full year.

**Communication:**

Primary communication vehicles include: email, telephone contact and face to face meetings.

Committee members are placed on the Bylaws Committee email list. Each member is responsible to review all incoming email messages and respond to them as requested or desired in order to participate in committee business.

When appropriate, the committee Chair may convene a telephone conference call or in-person meeting to facilitate decision-making. Committee members make reasonable effort to meet the communication requirements of the committee through participation with other committee members. If unable to attend a live or teleconference meeting, each member notifies the Committee chair in advance.

**Inability to comply with commitment:**

If a committee member, Chairperson or Co-chairperson is unable to meet the requirements of committee membership, it is their responsibility to step down promptly in order to allow the Chapter to continue to meet the needs of its members. The Chairperson informs the Executive Director and Board Liaison of the resignation. In consultation with the President, a new committee member or chair is selected/assigned.

Signed off: Mary Jane McKendry

Mary McKendry, CMSNE President, 2003-2004

5/15/04

Date