

Harmony Riders Association
PO Box 527
104 Shetler Road
Parish, New York 13131

By Law Committee Policy

Revised 3/21/14

The purpose of the By Law Committee is to oversee all aspects of Harmony Riders By Laws and Policies. This includes, but is not limited to, changes to the By Laws, the creation of new Policies, and changes to existing Policies. The By Law Committee is formed at the November general meeting. Committee is formed of volunteer members and will designate one person to be Chairperson. The Chairperson will record a list of names and phone numbers of all committee members at that time.

Chairperson:

Chairperson is responsible to organize meetings as needed to address the business of the committee. The Chairperson is responsible to report the committee activities at the regular club meetings. The report should be in writing and turned in to the Secretary. If the Chairperson is not able to attend a meeting, they should designate another committee member to report or leave a “no report” word with the President. At the November meeting, pending a change of committee chairperson, it is the responsibility of the outgoing chairperson to turn over all records and documents pertaining to that committee.

Committee:

In an effort to produce fair and complete work, the By Law Committee must contain a minimum of five (5) volunteers from the general membership. If five (5) members do not volunteer, the By Law Committee will run as a duty of the Board of Directors, including any volunteers from the general membership in the process.

All work done by the By Law Committee must go before the general membership of Harmony Riders for vote at a regular meeting or a special meeting called for that purpose.

Changes to an existing Policy should include input from that committee’s Chairperson and/or committee members.

Changes to Harmony Riders By Laws must follow procedure as outlined in the By Laws.

Changes to Policies and new Policies must be read to the membership at a regular meeting, or special meeting called for that purpose, and may be voted on at that same meeting.

General Duties:

Review By Laws on a yearly basis to determine the need for update/changes.

Review all Policies on a yearly basis to determine the need for updates/changes.

Assess the need for new Policies and create when needed.

Collect input from Committees and the general membership as to the need for a change in the By Laws or a Policy.

Make the changes to the By Laws or Policies.

Submit changes to the general membership following all Harmony rules pertaining to changes of the By Laws and Policies.

Ensure all changes submitted do not conflict with Harmony Riders Association By Laws.

All By Law Committee members are representatives of Harmony Riders Association and should conduct themselves accordingly. At no time should a committee member send any person correspondence in the name of Harmony Riders without the consent of the Board of Directors.

Year End:

A year end summary report will be submitted.