Waterman Alumnae Group Job Descriptions – Standing Committees

**By-Laws:**

The duties of the Bylaws Committee shall include but not be limited to:

A. Reviewing Waterman’s Bylaws

B. Proposing any needed changes to the membership

C. Placing proposed amendments on the website

D. Reissuing Bylaws in amended form

E. Making copies available to the membership

F. Maintaining a list of Standing Rules of the Membership and the Board of Directors

This person should also be available to assist the President with specific issues that may require uses of correct Parliamentary procedures during meetings or be available to answer questions about procedures that should be followed.