

**RULES OF PROCEDURE**  
**Constitution and Bylaws Committee**

**I. Corpus**

This Committee shall consist of no less than three (3) members appointed by the President.

**II. Function**

This Committee shall review the overall content and format of the Constitution and Bylaws of the Association and make recommendations to the Board for appropriate changes.

It is intended that this committee will make a complete review of the Constitution and Bylaws at least once every four years.

**III. Duties and Responsibilities**

This committee shall supervise and direct all activities required to accomplish the revision of the MSA Constitution and Bylaws (as required) and mailing, electronically mailing, and posting on the MSA website a copy to all members if significant changes are made:

- 1) Obtain copies of the current Constitution and Bylaws from the Secretary-Treasurer.
- 2) Contact the current chairpersons of each Standing Committee and review the corpus, function, and duties and responsibilities to assure that the descriptions of same, as included in this document, are appropriate.
- 3) Prepare a revised draft of the Constitution and Bylaws and submit to the Board for approval.