

BY-LAWS AND RULES COMMITTEE

Operational Guidelines

Revision Approved 16 June 2000

Preamble

Governance of the American Bouvier des Flandres Club is based upon the rules and purposes established in the Constitution and By-laws as ratified by the membership and upon various procedures adopted by the Board of Governors to further the operations and activities of the Club.

Objectives

The function of By-laws and Rules Committee is to assist the Board of Governors in developing and documenting procedures, guidelines, and policies that are appropriate for the Officers and Governors and for the committees and appointees to conduct the business of the Club and achieve its purposes.

Organization

The By-laws and Rules Committee is headed by a Chair appointed by the Board of Governors and includes such other members recommended by the Chair and appointed by the Board who may be advantageous for realization of the objectives of the committee.

Activities

Activities of the By-laws and Rules Committee include:

- Consult with the Board of Governors and with committees on questions of procedure that are consistent with provisions of the By-laws and/or with Robert's Rules of Order as the parliamentary authority recognized in the By-laws.
- Assist with preparing amendments to the Constitution and By-laws, which may be proposed by majority vote of the Board of Governors or by written petition signed by twenty (20) per cent of the membership in good standing.
 - By consultation with either the Board or the petitioning members in drafting amendments. The suggestions of the Committee, however, are not binding.
 - By assisting the Secretary in obtaining preliminary approval for the proposed amendment through the Club Relations office of the American Kennel Club regardless of the origin of proposed amendments.
 - When preliminary approval of the AKC has been received, by assisting the Secretary first in preparing the proposed amendment for distribution to the membership for commentary either in support of or in opposition to the amendment and then

in preparing the amendment, the commentary from the membership, and the recommendation of the Board for a vote by the membership.

- Assist the Board of Governors in maintaining job descriptions for Officers and guidelines for committees and appointees.
 - By assisting the Board in documenting those responsibilities of Officers and the Nominating Committee that are specified in the By-laws and those additional responsibilities that are assigned to Officers by the Board, as well as the appropriate procedures required by the By-laws for carrying out the responsibilities.
 - By assisting the Board, in consultation with the chair of each committee, in documenting operational guidelines for each committee appointed by the Board.

Reports

Reports shall be submitted to the Board of Governors and to the membership in accordance with the current General Operational Guidelines for ABdFC Committees and Appointees.

Budget

Budgets for support of anticipated Committee activities should be submitted to the Board of Governors in accordance with the current General Operational Guidelines for ABdFC Committees and Appointees. Expenditures not approved by the Board cannot be reimbursed by the Treasurer.