

Leadership Training

AFS Constitution, Rules, and Procedures

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Constitution, Rules, & Procedures

- Describe who we are, what we do, and how to do it
- Developed to ensure orderly and consistent operations
- Previous leaders created and modified these as a service to the Society
- Become familiar with them

Constitution

- Defining document for the Society
- Takes precedence over all other rules and procedures
- Cannot be suspended
- Cannot be changed without prior notice to members
- 2/3 majority of to amend

Rules

- Facilitate the conduct of Society business
- Duties and responsibilities of officers and staff
- Can be suspended
- Amended by majority of members
- Prior notice not required

Procedures

- Provide continuity in the conduct of Society business
- May be suspended or amended by a simple majority vote of the Governing Board
- ~175 pages
- Wealth of useful information

Bylaws for your unit

- All Units have Bylaws
- Many have rules and/or procedures
- Learn your Unit Bylaws
- Keep them updated
- Constitutional Consultant a resource if you need to revise them

Summary

- Constitution, Rules & Procedures vital to Society operations
- Truly a gift from your predecessors
- Ignorance of them slows everything down
- Do yourself and your colleagues a favor and
Become familiar with them!!!