

Cheyenne Mountain Zoo Auxiliary

Job Description

June 2023-2024

Position Title: Bylaws/Rules and Policies Chair

Reports to: President of the Auxiliary

Position Summary:

The Bylaws/Rules & Policies Chair is responsible for updating the Bylaws and the Rules & Policies of the Cheyenne Mountain Zoo Auxiliary. **When requested by the President**, the Chair shall attend meetings of the CMZA Board to advise and determine if Board action necessitates a change in the Bylaws or Rules & Policies, and to also advise The Board regarding current requirements. The CMZA Board must approve Rules & Policies changes. Bylaw changes must also be approved by the Board and, in addition, by a two-thirds majority vote of the Auxiliary membership present at the announced meeting where the changes are proposed. Approved changes to Rules & Policies are ongoing and must be communicated to the Docent membership. Amendments to Bylaws and Rules and Policies shall be inserted into the documents when approved by the Board for Rules and Policies and also by the Auxiliary in the case of changes to Bylaws. Bylaws/Rules & Policies changes are made to the documents when passed, but additional general review and possible updates to the Bylaws and or Rules & Policies may be needed at any time, especially if no changes have been made for at least three years and if ordered by the President of the Auxiliary, the Chair, under the advice of the President, will form an ad-hoc committee to do so. The Chair may also request an ad hoc committee be appointed at any time, if deemed necessary. The Bylaws/Rules & Policies Chair will advise the Board on suggested changes and recommend to the Board consideration for changing either document.

Responsibilities and Duties:

1. Attend and participate in **all** Board Meetings **when requested by the President**. **Absences shall be reported to the President in advance, when possible.** The Bylaws Chair is not eligible to vote.
2. With the advice of the President, form and lead a Bylaws/Rules & Policies Ad Hoc Committee to prepare suggested changes to the Bylaws or Rules & Policies.
3. Prepare documents regarding amendments to Bylaws and/or Rules & Policies for review by the CMZA Board, and for the membership once approved by the Board.
4. Communicate changes to the Bylaws or Rules & Policies to the Auxiliary membership. This should be done both through Zooline and online through the current procedures in effect for online communication to the Auxiliary.
5. Post a copy of the Bylaws, Rules & Policies in the appropriate notebook and also the bulletin board in the DRC and keep an up-to-date copy of the Bylaws and Rules & Policies on the CMZ website. Current approved changes shall include a footer on each

page of the document reflecting the date the latest amendment was approved by the Board and, when required, the Auxiliary.

6. Prepare and submit to the President and President-elect an Annual Report and any revised version of the Job Description by the end of term each year. This will normally be no later than the first Wednesday of June, or when ordered by the President.
7. Maintain a notebook that has a copy of the current Job Description, the Annual Report, and current and archived copies of the Bylaws and Rules and Policies that reflect the latest dates of review. As new copies of the Bylaws and Rules & Policies are created, the now outdated copies should be placed in the Archived section of the notebook.