

SPECIAL OPERATIONS ASSOCIATION

STANDING OPERATING PROCEDURE

ANNEX T

BY-LAWS COMMITTEE

I. GENERAL. Refer to SOP.

II. DUTIES OF THE BY-LAWS COMMITTEE CHAIRMAN.

A. GENERAL. Perform the duties outlined in the bylaws of the SOA and as directed by the SOA President and Vice President.

B. May appoint SOA members to the By-Laws Committee that are in good standing, attended one of the last three SOARs, and are approved by the SOA BOD.

C. Serves as the single point of contact for all inquiries, suggestions, and challenges related to the SOA By-Laws. Makes judgments on the applicability and intent of the SOA By-Laws. Prepares responses on behalf of the SOA BOD to By-Law related issues.

D. Reviews the SOA By-Laws annually to determine if a need exists to amend the By-Laws.

E. Manages the By-Laws amendment process in accordance with Article X of the SOA By-Laws. Keeps the Vice President informed on all matters pertaining to the By-Laws. Provides the SOA BOD with timely reports on the status of By-Law revisions.

F. Ensures any proposed amendments to the By-Laws are approved by the BOD prior to informing the General Membership of an upcoming vote during a General Membership Meeting or Special Meeting. If a General Membership vote is required during the SOAR, ensures the SOA membership is informed of the proposed amendments in the Pre Reunion Packet. If a General Membership vote is required during a Special Meeting, ensures at least 90 days notice is given prior to the meeting.

G. Provides proposed By-Laws amendments to the SOA Secretary for distribution to the BOD and for inclusion in the After Action Reports and Pre-Reunion Packets. Works with the Secretary to ensure all By-Laws related documents are current, By-Laws discussions are correctly recorded, and By-Laws documents are appropriately preserved for future reference.

H. May seek outside legal assistance to validate By-Laws. Consults the BOD for approval before committing any SOA funds towards legal review. Because the SOA is incorporated in the

ANNEX T to SOA SOP Continued

state of Texas, a review by a licensed Texas Attorney is preferred. Will provide proposed amendments to the SOA SJA for review.

I. Ensures that all By-Laws amendments approved by the General Membership are incorporated into the By-Laws and posted in the "members only" portion of the SOA Website.

III. EFFECTIVE DATE. This SOP annex will become effective upon approval of the BOD and the dated signature of the Vice President of the SOA.

Date: 2 Oct 2014

R. Tyler Furbish
Vice President

