KACE By-Laws Committee Chair

**Duties/Responsibilities**

* Coordinate committee (of at least 3 members) that receives and reviews suggested amendments to association by-laws
* Communicate with KACE President to draft proposed changes
* Ensure any by-law changes are emailed to membership before the business meeting
* Circulate a printed copy of proposed changes to KACE membership and communicate changes during annual business meeting (present each change with a recommendation of “pass” or “do not pass”)
* Ensure official by-law document is updated following business meeting