**Boxwood Garden Club**

**Bylaws Committee Job Description February 2023**

The Bylaws Chair/Committee maintains The Boxwood Garden Club Bylaws and Standing Rules.

* Should the Board propose amendments to the Bylaws, the Bylaws Committee reviews and prepares the proposed changes for approval by the Board and then the Club active membership.
* The Bylaws Committee updates the Bylaws to reflect amendments approved by the Club membership.
* The Bylaws Chair ensures that the most up-to-date version of the Bylaws are printed annually in the Green Book.
* The Bylaws Chair makes sure that all updated versions of the Bylaws and Standing Rules are housed on the Boxwood Garden Club Google Drive. Each version should be dated within the content of the Bylaws.