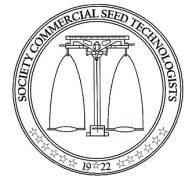




SCST Constitution & By-Laws Committee Chair Duties
SCST-CB.001.1



Purpose: Duties and procedures for the Constitution and Bylaws Chairperson for the Society of Commercial Seed Technologists

Scope: Duties only apply to the SCST Constitution and Bylaws.

References: AOSA Bylaws

Duties:

1. The chair of the Constitution and Bylaws Committee should be a Registered, Certified, Professional, or Research member in good standing of SCST.
2. The Constitution and Bylaws chair functions as a liaison between the Executive Board and the membership of the organization to facilitate updates to the SCST Constitution and Bylaws and ensure the Constitution and Bylaws of the Society are upheld.
3. The membership or the Executive Board may come to the Constitution and Bylaws chair for verification of established procedure for conducting the business of the Society.
4. The Constitution and Bylaws chair should always endeavor to read and understand the Constitution and Bylaws carefully and reach out to the Executive Board, or past Constitution and Bylaws Chairs for clarification.
5. The Constitution and Bylaws chair maintains a record of previous versions of the SCST Constitution and Bylaws and facilitates updates to the Constitution and Bylaws as deemed necessary and as approved by the membership.
6. The Chair updates the current Constitution and Bylaws with any changes after they have been approved by the membership and ensures that the new edition is posted to the committee page on the Analyzeseeds.com website. The Communications & Publications committee and Executive Director may assist with posting information on the website.
7. The Chair does not propose any changes to the Constitution and Bylaws independently but may advise the Executive Board.
8. No changes may be made to the Constitution and Bylaws unless they have been voted on and approved by a majority of the membership either by paper or electronic ballot.

Changelog

Changes Made	Date
Removed Bylaws procedure to separate document. Chair should be voting member of SCST.	7/26/23
New document	7/12/23
Author: Quinn Gillespie	Date: 7/26/2023
Approved:	
Signature:	Date: Click or tap to enter a date.