



**Purpose:** Procedure for receiving, reviewing, presenting proposed changes to the Constitution and Bylaws of SCST.

**Scope:** This procedure only applies to proposed changes to the Constitution and Bylaws of SCST

**References:** SCST Constitution and Bylaws

**Procedure:**

## Changes to the Constitution and Bylaws

### Reviewing Proposed Changes

1. Changes to the Constitution and Bylaws can come from multiple sources:
  - a. Individual Voting Members of SCST
  - b. Executive Board
  - c. Committee Chairs
2. Board members may request specific changes to the constitution and bylaws, and these are assumed to be pre-reviewed by the board.
3. Individual members and committee chairs are asked to submit bylaws changes by filling out the SCST-CB Proposed Change form, available for download on the Constitution and Bylaws page of the website.
4. The Constitution and Bylaws Chair reviews the change to ensure that the change doesn't conflict with other text in the Constitution and Bylaws or isn't covered in a different section.
5. The form is sent to the Executive Board, after adding the date the proposed change was sent to the board of directors for SCST.
  - a. The board of directors may propose specific wording or changes from what is proposed.
  - b. The Executive Board or Constitution and Bylaws chair may ask for clarification from the submitter before presenting the proposed change.

### Presenting Proposed Changes

1. Changes to the Constitution and Bylaws must be presented at Long-Range Planning.
2. At the SCST Business Meeting the membership will vote whether or not to send the proposed changes to the entire membership to be voted on.
  - a. If there is not a quorum at the business meeting the membership must first vote to send all business items to the membership for a final vote. This shall fulfill the same function as the Business Meeting vote.
3. The presentation for the proposed changes may also be posted on the website for the membership to review.
4. Changes are submitted to the executive director as a word document with the proposed text to be submitted to the entire membership for voting.
5. Changes which are voted in favor by the membership via paper or electronic ballot can be incorporated into the Constitution and Bylaws.
6. After the changes are completed, the Constitution and Bylaws should be submitted to the Board for final review.



7. Upon approval, add the current year to the list of years amended at the beginning of the Constitution and Bylaws. The Constitution and Bylaws should be saved as a PDF document with all passing proposed amendments made and posted on the website.

### Notes

1. The Communications and Publications committee is available for help posting items on the website.
2. The current Constitution and Bylaws is saved in the current year folder, along with a draft version with the proposed changes. It's very helpful to have both available for comparison.
3. The executive director is available for help tallying votes and dispersing the updated Constitution and Bylaws to the Membership.

### Changelog

Changes Made	Date
New	7/26/23
Author: Quinn Gillespie	Date: 7/26/2023
Approved:	
Signature:	Date: Click or tap to enter a date.