



MEMORANDUM

To: NAEPSDP Members

From: NAEPSDP Resolutions and Policy Committee
Karen Ballard, Chair
Debra Davis, NAEPSDP Founding President
Laura Downey, NAEPSDP Member
Jim Lindstrom, Former NAEPSDP President

Date: October 30, 2015

RE: NAEPSDP Committee Report & Recommendations

The Resolutions and Policy Committee has completed a detailed review of the NAEPSDP Constitution, Bylaws and Policies and Procedures.

Recommendations for amendments to the Constitution and Bylaws must be circulated at least 30 days prior to the annual meeting in December.

Please review the proposed resolutions in preparation for the vote at the NAEPSDP annual business meeting at the national conference.

The steps utilized to inform this process included:

1. Membership Survey
2. Creation of Editing Documents (documentation of member proposals by numbered line for Constitution, Bylaws and Procedures review)
3. Individual committee member review of membership survey results and editing documents
4. Committee meetings conducted on August 21st and September 17th through Zoom for document review and collaborative editing
5. Board review and survey with feedback

Key Constitution/Bylaws Survey Take-Aways from Member Survey:

- Consistency needed in documents
- Formatting errors need to be corrected
- Update and increase clarity of some sections
- Clarify/update officer roles & responsibilities
- Add timelines

**Recommendations of the Resolutions and Policy Committee
To the NAEPSDP Board of Directors and Membership**

Please reference the following documents in relation to these resolutions:

1. NAEPSDP Current Constitution & Bylaws, Approved December 2014
2. NAEPSDP Constitution and Bylaws, September 17, 2015 Final Editing Document
3. NAEPSDP Proposed Constitution and Bylaws (with all changes accepted)

Constitution Document	Proposed Edits by Article	Justification
Resolution 1	Articles I-II. -Consistency/formatting edits	-To improve document
Resolution 2	Article III. -Consistency/formatting edits -Delete and add language to improve clarity. -Expand/update inclusion statement	-To update content and improve clarity of document
Resolution 3	Article IV. -Clarify roles of officers -Add requirement for an annual audit of the accounts	-To update and clarify officer roles and responsibilities -Increase clarity and accountability for annual budget and audit functions.
Resolution 4	Articles V-VII. -Consistency/formatting edits -Delete and add language to improve clarity	-To update content and improve clarity of document.

Bylaws Document	Proposed Edits by Article	Justification
Resolution 1	Articles I-II. -Addition of language to clarify life membership -Consistency/formatting edits	-To improve clarity and improve document.
Resolution 2	Article III. -Move Audit Committee from <i>Select Committees to Standing Committees</i> -Add language for clarity -Delete sentence identifying the President as the person that determines the number of members on a committee -Delete and add language to improve clarity related to Charters -Add sentence designating that annual committee work plans will be accessible to the membership -Added timeline for charters	-Audit Committee has annual role therefore should be a Standing Committee -Language needed to clarify roles and responsibilities for charters -To update content and improve clarity of document -To improve transparency and to increase access to NAEPSDP planning and operation documents to the membership
Resolution 3	Article IV. -Change title of this Article from <i>Policy Statements to Guiding Documents</i> -Delete <i>Policy statements</i> sentences/paragraphs -Change Section 2. Title from <i>Procedures to Operating Procedures</i> - Delete and add language to improve clarity	-Increase clarity and accountability for operational functions
Resolution 4	Articles V-VIII. -Consistency/formatting edits -Delete and add language to improve clarity	-To update content and improve clarity of document