2017-2018 CALA Annual Committee Report

___Constitution & Bylaws___ Committee

(Due by 05/25/2018)

Your Name: Xiaojie Duan
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Committee Name: Constitution & Bylaws Committee (C&B Committee)
Committee Roster: Ying Zhang, Liya Deng

Committee Charge:

The Constitution & Bylaws Committee is responsible for reviewing the Association’s Constitution and Bylaws and making recommendations to the Board for amendment to ensure that the Association’s business is conducted as prescribed in the Constitution and Bylaws.

Tasks Completed (according to the 5 Goals Outlined in the CALA 2020 Strategic Plan if Applicable- Be Specific):

General tasks completed:

- Review, discuss, and modify all changes made by the CALA Board and by other CALA Committees since 2016;
- Create a change-track document to manage all changes made in the C&B document;
- Submitted the proposal to the Board by the deadline, and answered Board’s questions related to C&B changes;
- Helped the CALA Webmaster to carry out the C&B changes online vote, and answered other CALA members’ questions related to the C&B changes;
- Submitted the Committee mid-year report and the annual report to the Board by the deadline.

Goals and Objectives Accomplished:

The C&B Committee helped the Association to achieve CALA 2020 Strategic Plan Goal #1, Objective 1, by proposing to move Bylaws Article I. Membership, Section 1 into CALA Membership Committee document, thus to give the Membership Committee opportunities to identify the categories of type of membership, and possibilities to expand the diversity of CALA membership.

The C&B Committee helped the Association to achieve CALA 2020 Strategic Plan Goal #2, Objective 4, by revising Constitution Article VI. Officers, Section 2, and creating a new Article in Bylaws (Article IV) to clearly state each CALA standard committee and CALA special committee’s definition, charge, and roster. The revised Section in Constitution and the new Article in Bylaws will help committee chairs gain a better understanding of the establishment and structure of a committee, thus to help committee chairs improve their efficiency and effectiveness of committee operations.

The C&B Committee helped the Association to achieve CALA 2020 Strategic Plan Goal #3, Objective 2, by revising Bylaws Article V. Chapters, Section 5, and creating a clear outline of officer operation in
local CALA Chapters. The revised section helps local Chapter presidents and/or officers gain a better understanding of their roles, rosters, and responsibilities. The revised section also facilitates the officer recruitment and helps smaller CALA local chapters fill their officer positions and share responsibilities among current officers if needed. Finally, the revised section helps local Chapter presidents and/or officers improve their capacities and accountabilities in order to lead and manage chapter business.

**Goals and Objectives to Be Completed:**

The C&B Committee is responsible for reviewing C&B document, thus this committee is not designed to deal with outer-association or non-paperwork-based issues, e.g.: fundraising, outreach, international relations, etc. So the C&B Committee is not indented to directly accomplish CALA 2020 Strategic Plan Goal #4-#6, which focus on professional development of members, networking through technologies, and communication with other associations. The C&B Committee, however, will continue to put its emphasis on the C&B document, and will try to make its best to make sure that the C&B document follows the Association’s operations from the past to the present, thus to help maintain a healthy and steady operation of the Association.

**Budget Requirements or Reimbursement Requests (if any):**

N/A

**Questions/Comments/Suggestions for the Board (if any):**

See point 2 in Summary Paragraph below.

**Summary Paragraph: In a few sentences, highlight your achievements, concerns, or suggestions that you mostly want addressed. This should be the main point of your committee report.**

1. The biggest achievement I want to address:

   The 2017-2018 C&B Committee reviewed, discussed, modified, and voted all changes made by the Board and by other CALA Committees in the C&B document since 2016. Later the Committee submitted the proposal to the Board, and helped the Board to carry out the online vote. As of May 21st 2018, all changes have been voted and been accepted by the CALA general members.

2. The biggest suggestion I mostly want to address:

   The committee hopes that the Board can inform every change they would want to make after the C&B Chair submitted the proposal by the deadline, and the committee hopes the Board will not discussed the proposal by the time the EC needs to carry out the online vote. Within a short time period, it is hard to gather all committee members and discuss those new changes together.

3. Final words:

   As the Chair of the 2017-2018 C&B Committee, I would want to thank my committee members for their excellent services and hard work on reviewing, modifying, and managing the C&B document, and I appreciate that the Board gives me this opportunity to charge a committee and to gain leadership skills. With all changes been voted and been accepted by the general CALA members, I hope that the new version of C&B document will help the Association to keep moving forward.