



• GUIDANCE

- To best understand committee roles & responsibilities, be familiar with:
 - MOWW Constitution & Bylaws [www.moww.org]
 - MOWW Strategic Plan [www.moww.org]
 - MOWW website (e.g., awards, reports, forms, awards, policy letters, etc.) [www.moww.org]
 - CINC's Goals & Objectives
- Be familiar with *MOWW Policy Manual*, e.g., programs, awards, roles & responsibilities [www.moww.org]
- Be familiar with MOWW forms, e.g., MOWW Form 21, *Chapter Planning Guide*, etc. [www.moww.org]

• MEMBERSHIP

- Committee will consist of three (3) living Past Commanders-in-Chief (PCINCs), the Judge Advocate General (JAG), and other members (not to exceed five (5) additional members).
- The Commander-in-Chief (CINC) will appoint the committee chair at the annual national convention, and as many committee members as the CINC may desire. Chair will appoint the balance of committee members
- NLT 30 September immediately post-convention: Chair will confirm committee membership to MOWW/CS

• PRE-CONVENTION

- NLT 1 February: Request MOWW/CS include a committee meeting period early in the Convention agenda
- Committee will prepare a draft floor management plan for handling amendments while the annual convention is convened, and it will coordinate its inclusion in the convention agenda with MOWW/CS

• AMENDMENT PROCESS

- NLT 1 November: The committee will submit the following for publication in the *Officer Review* magazine:
 - NLT 15 Feb: Any companion desiring to amend the Constitution or Bylaws during the _____(year) National Convention must email proposed changes to the Chair, Constitution & Bylaws Committee (contact information in the MOWW National Directory, www.moww.org) to be received by the Chair by 15 February of each year
 - Submissions must include the reference (i.e., document, chapter, section, paragraph, etc.), the current text, the proposed text, and a brief statement explaining the rationale and benefit of the change to the Military Order. Those making submissions must ensure their full contact information is included, i.e., full rank, name, mailing address, phone number, email, and chapter name
- 16 February-15 March: Committee may receive emergency proposed amendments only if:
 - Committee deems the proposed amendments are of an emergency nature and they are submitted IAW guidance, ,and
 - Those making emergency submissions must ensure their full contact information is included, i.e., full rank, name, mailing address, phone number, email, and chapter name
- 16-31 March: The committee will review received all proposed amendments, determine if submissions are eligible for consideration (i.e., were submitted IAW guidance), have committee discussions on each proposed amendments, vote to recommend or not to recommend adoption, and develop a committee recommendation with supporting rationale for each proposed amendment
- NLT 10 April:
 - Submit each proposed amendment as outlined above, with the committee recommendation and supporting rationale for the committee's recommendation for each proposed amendment, to MOWW/CS for publishing in May issue of the *Officer Review*
 - Note: Proposed amendments must be published to the membership at least 60 days before the annual national convention convenes)
- NLT 1 June: The committee will submit committee report for the annual National Convention Book

• TRANS-CONVENTION

- Chair will convene a committee meeting (separate from the formal agenda) to review amendment management prior to presentation in the convention. Coordinate results with MOWW/CS prior to presentation
- Chair will preside during national convention business session handling amendments

• POST-CONVENTION

- MOWW/CS will amend the MOWW Constitution and/or the MOWW Bylaws, based on adopted amendments