

SUBMITTING YOUR BYLAWS

1. Double-side print the bylaws along with as many signature pages as you would like to have signed by the state parliamentarian.
2. Check with the Council and/or District regarding any additional requirements.
3. Send the bylaws document through channels to the state parliamentarian for signature.

Signed bylaws will be returned through channels.

WHEN BYLAWS ARE RETURNED

1. The membership must be notified of the proposed changes for a minimum of 30 days prior to the association meeting where members will vote to adopt the bylaws.
2. At the conclusion of the association meeting where the bylaws are adopted, the secretary should sign and date all copies of the bylaws on the signature page.
3. When this process is complete this new set of bylaws will be the current legal governing document for the association.
4. Copies of the signature page showing all signatures should be forwarded to the council and district for their records.