

Procedures for Bylaws Review



All unit, council and district bylaws should be reviewed every year, and updated every three years, whether or not any changes are made.

Review process: the president appoints a bylaws review committee (three to five people), chaired by the parliamentarian.

Before beginning the process, consult with your council or district parliamentarian. Obtain a copy of your current bylaws; decide if any changes are needed. The committee then prepares a detailed list of proposed amendments, which is presented to the executive board for approval.

If using paper bylaws, order blank copies online at: <http://www.capta.org/sections/resources/downloads/toolkit-2009/00-ListOfMaterials-en.pdf>.

When you receive your blank bylaws, follow the instructions on page ii.

If you are using electronic bylaws read the instructions at: http://www.capta.org/sections/communication/downloads/communicator-2011-01/01eBylaws_instructions.pdf.

Once your bylaws are finished, the unit parliamentarian keeps one copy, and submits the list of changes along with 3 complete copies (if paper, include the original) plus 2 additional signature pages to your council parliamentarian. The council parliamentarian will send the bylaws, including the list of proposed changes, through the proper channels for approval.

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