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“Guiding Our Members In The Right Direction”

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Now that the first trimester is over, I know you will have time to review your By-Laws and Policies. I would like to help you with some hints that will help you through the process.

First, you will need to form a committee. As state/chapter parliamentarians, you should be the chair. Your committee should also consist of the immediate past Parliamentarian and ask for members across your state or chapter to sit on this committee. After you have formed your committee, email or snail mail them a copy of the By-law and Policies. Set your meeting date and make it fun!

If your state has a Mission Statement, it should be part of the By-Laws but not included in them. The By-laws should begin with Name and Creed. Try to keep all wording simple as possible. Make your sentence brief and to the point.

Correct documentation and written communication with your members is a must. Remember policies can be voted on at your next meeting, but By-laws need to be mailed out 30 days prior to your membership meeting. This can be done through your state newsletter or special mailing..

Each proposed change should be written out on a motion slip. It should be presented to the membership as a motion and discussed before voting. All approved changes should be made throughout the bylaws and policies. Put the revision date at the end of them. Keep a revised copy on file for yourself. You should have a typed copy of the bylaws and policies, containing all revisions to pass on at year end.

Have fun!