



LWML Washington-Alaska District The Bylaw Amendment Process

Bylaws are regarded by some as a necessary evil and by others as unnecessary. While they are not as important as mission service, Christian growth, and fellowship, which are the objects of most societies, bylaws help districts, zones, and societies maintain their focus within guidelines that keep the original purpose for the organization intact. When questions come up on how things are done, bylaws are the place the answers are found.

Amendments to bylaws by societies and zones must be approved by the District Structure Committee before they are enacted, to see that they are consistent with the national and the district bylaws.

You must submit your proposed amendments to the bylaws *at least* two (2) months in advance of your deadline to the District Structure Committee.

Here are the steps to submitting proposed amendments to the bylaws:

1. Society/Zone Structure Committee drafts amendments. (There are resources available from the District Structure Committee Chairman or from the Structure Committee page on the website at <http://www.wa-aklwml.org/structurebylawspage.htm>.)
2. Society/Zone Structure Committee presents proposed changes to the organization's (society or zone) board of directors for input and preliminary approval.
3. Proposed amendments to the bylaws must be documented in the current version of the bylaws by striking out the deletions and underlining the additions. This will assist the District Structure Committee to understand the proposed amendments in its context. If the sample bylaws are used as the basis and changes for your organization is applied, then there is no need to indicate the changes.
4. Society/Zone Structure Committee Chairman either:
 - a. emails a document in Microsoft Word of the proposed amendments and includes the contact person's name and telephone number and when a response is needed*, OR
 - b. mails one copy of the proposed amendments (including a cover letter with the Structure Committee Chairman's mailing address, telephone number, email address, and when a response is needed*)

to the Vice President of Organizational Resources of the LWML Washington-Alaska District (who is also the District Structure Committee Chairman):

* must be at least two (2) months from the mailing date as noted above

The mailing address and email address of the Vice President of Organizational Resources is listed in the *Evergreen Echoes*.

5. District Structure Committee reviews the changes
 - a. making sure the articles on object, members, representation at conventions and parliamentary authority conform with the respective articles in the LWML Articles of Incorporation and Bylaws, and the district bylaws, and
 - b. offering suggestions for changes to enhance the finished bylaws.
6. District Structure Committee Chairman sends the committee's comments to the Society/Zone Structure Committee Chairman.
7. Society/Zone Structure Committee makes the necessary changes and distributes bylaws to the members who will vote on the amendments. The distribution time should be within the guidelines set forth in the society or zone's bylaws.
8. Society/Zone's board of directors approves the proposed bylaw amendments.
9. Society/Zone's delegates or members approve, disapprove, or amend the proposed bylaws amendments (in its entirety or in part).
10. Society/Zone Structure Committee Chairman mails or emails a copy of the adopted bylaws, dated with the adoption date, to the District Structure Committee Chairman. It is highly recommended that an electronic copy be sent so it can be kept by the District Structure Committee Chairman for future inquiries.