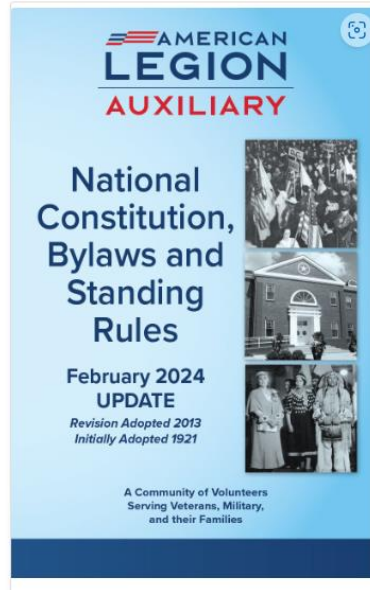


Constitution & ByLaws



Our Governing Documents



Constitution

A Constitution is a body of principles or established precedents according to which an organization is to be governed

ByLaws

ByLaws are rules adopted by an organization chiefly for the governance of its members and regulations of its affairs

Standing Rules

Standing Rules are principles that govern the operation of an organization rather than its procedures. It is a special of continuing force that applies to specific circumstances.

CONSTITUTION **versus** BYLAWS

CONSTITUTION

A Constitution:

- **Is concise**
- **Clarifies the group's purpose**
- **Explains the fundamental purposes of the group**
- **Provides the basic framework for the group's processes**
- **Provides historical perspective**
- **Is rarely revised**

BYLAWS

Bylaws:

- **Outline specific procedures for the group's functioning**
- **Help the group conduct business in an orderly manner**
- **Provide further detailed definition to the constitution**
- **Are easily revised, and reviewed and revised regularly as procedures change**

How to Change Documents

Unit Standing Rules

- Advance notice to all members – majority vote needed to approve
- No prior notice given – 2/3 vote required

District Standing Rules

- Approved at the unit
- Forwarded to the district prior to its convention

How to Change Documents

Department Governing Documents

- Approved at the unit
- Forwarded to the department prior to convention

National Governing Documents

- Approved at the unit
- Forwarded to the department prior to convention. If approved forwarded to national prior to national convention

Important Reminders

- **Keep your documents up to date**
- **Make sure you have an in case of emergency clause to allow operations to continue**
- **Department, district and unit governing documents CAN NOT be in conflict with national documents**
- **When national makes a change, departments, districts and units MUST automatically update their applicable documents without vote**

Questions???



Please contact me if you have any specific questions. I will be here the entire conference or you may contact me at any time

Marsha Bible

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**We are proud that Norma Tramm is our
National Constitution & ByLaws Chairman**