



Amending Chapter Bylaws

The Chapter Bylaws govern the actions of the Chapter and may be changed with a Chapter vote. It's important that the process for amending the bylaws, which starts long before the vote is taken, involves the entire Chapter. This flow chart is designed to guide your Chapter through the process of amending your Chapter Bylaws, which should also be outlined in your Chapter's governing documents.

Chapter Members notice an issue with the current Chapter Bylaws



An amendment to the Chapter Bylaws, including rationale for the necessity of the amendment, is drafted by the Parliamentarian, a committee or an individual Member



A draft of the amendment is provided to all Chapter Members one week prior to when the vote will take place



Pro/con debate is held on the proposed amendment and changes are made to reflect the discussion



The Chapter votes on the final draft of the amendment, and, with at least 3/4 vote of the Chapter, the amendment passes

Following the Chapter vote, the outcome of the vote should be immediately recorded in the Meeting Minutes.

If the amendment passes, the amendment should be immediately adopted and the Chapter Bylaws updated to reflect the change.

If the amendment does not pass as proposed, an updated version of the amendment may be drafted and presented to the Chapter at a later time.

Notification of the amendment should be made to all Members, including those who are Locally and Nationally Inactive

REMEMBER: Quorum must be met in order for a vote to be held. This includes votes on amendments to the Chapter Bylaws.