

**BYLAWS & HOW TO AMEND**

(was # 828-1) APPROVED BY FALL CONFERENCE, REVISION "0", DATE 11/6/2004

REFERENCE: The District Bylaws, Article IX, Amendments, Section 9.01, 9.02, 9.03; also Article II, Officers and Committees, General Committees, Section 2.09.02, The Rules Committee. USPS Operations Manual, Chapter 9, General Committees of USPS and Standing Committees of the Governing Board, Section 9.6, District Bylaws; see also on USPS Committee on Rules web site, *Procedure for Submitting District Bylaw Changes for Approval*, available at <http://www.usps.org/national/rules> District Bylaws, District Bylaws – Procedures page. Secretary's Manual, USPS 2002 Edition, or more current edition if available, 1. Office of District Secretary.

The Rules Committee Chairman and the Secretary share in the duties of processing proposed amendments to the District Bylaws and should keep each other informed of procedural steps taken. Both the Chairman and the Secretary should read the appropriate section in the District Bylaws and USPS Operations Manual and have a hard copy and electronic copy of the *Procedure for Submitting District Bylaw Changes for Approval* document.

Rules Committee: To obtain necessary **Preliminary Approval**, prepare the bylaws or amendments and submit a single copy to the member on the USPS Committee on Rules (ComRules) responsible for reviewing district bylaws. Differences in submitted bylaws and the model bylaws should be highlighted or underlined in red. A copy of the current bylaws must accompany any proposed amendments. An informal review will be made and a list of required and recommended changes, if any, will be sent back to the District Rules Committee Chairman. The changes to the proposed amendment, if any, are made by the District Rules Committee. The proposed amendment is then ready for publication in district newsletter, THE DAYMARK, and/or by other means of distribution to the Council and Conference members.

Secretary: The intended bylaw action must appear in the **Call To Meeting** notice which is issued by the Secretary. The full text of the bylaw changes must appear in an accompanying document. The notice and accompanying document should be sent to each Council member, active past district commanders, and each squadron secretary. Each Squadron Commander shall circulate the document among delegates of his/her squadron. The mailing of THE DAYMARK to all members satisfies this requirement of prior notice if the full text changes of the proposed amendment are published in the same issue as the Call To Meeting notice.

If the Council approves of the proposed amendment presented by the District Rules Committee, the Council recommends adoption by the Conference. Before final action is taken by the Conference, the amendment may be changed by a majority vote, provided the change is germane to the subject covered in the proposed amendment. **Approval of the proposed amendment** by the Conference requires two-thirds of conference members present and voting. However, approved amendments only become effective upon formal approval by the USPS Committee on Rules.

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Rules Committee: Upon obtaining conference approval of the bylaw amendment, the Rules Chairman shall incorporate the new amendment into the existing bylaws. The Chairman shall print out three copies, sign the approval page on each copy and mail the copies to the District Secretary to sign and send with other documentation to USPS Committee on Rules.

Secretary: Upon obtaining conference approval of the bylaw amendment, the secretary shall submit the **approved amendment** with following **required documentation** with a **request for formal approval** to the member on the USPS Committee on Rules in charge of district bylaws.

The following documentation shall be submitted along with the amendment:

- (a) Send one copy of the **conference meeting call** in which the new bylaws or amendments were stated in full; **or** certification from the district secretary that such distribution was made as provided in the district's bylaws.

The District 31 Bylaws only state that the intended bylaw action must appear in the Call To Meeting notice with the full text changes in an accompanying document. Therefore, the secretary should send a copy of the Call To Meeting notice with an attached second page of the full text of changes **or** send a **letter** addressed to the member on the USPS Committee on Rules which certifies distribution of the proposed amendment was made as provided in the

district bylaws is sufficient.

- (b) Send one copy of the **minutes of the conference** at which action on adoption or amendment was taken, **or an excerpt of the minutes**, certified by the district commander or secretary, and showing quorum was present and that at least two-thirds of the voting members present voted in favor of the motion to adopt or amend.

Care must be taken by the secretary in writing the minutes that the language in the minutes states that a quorum was present and two-thirds of the voting members present approved the proposed amendment. If an excerpt of the minutes is sent, then it must be certified by the secretary or commander that these are a portion of the official minutes.

- (c) Send three copies of the **bylaws or amendments** adopted by the conference. Each copy should include the approvals page, signed by the Chairman of the District Rules Committee and the District Secretary.

The Rules Chairman shall send three signed copies of the amended bylaws to the secretary to sign and send to the USPS Committee on Rules. These copies are unofficial until national approval is given. If electronic means are used to send documentation to the USPS Rules Committee, then original signed copies should be kept on file by the secretary.

Secretary: When formal approval of amendment is received from the USPS Committee on Rules, **notice of the approval** shall be provided to District Council and Squadron secretaries. USPS ComRules should be notified of the date this notice was sent to squadron secretaries.

Rules Committee: Copies of new **amended bylaws with effective date** shall be uploaded to USPS Committee on Rules web site, if National has not already done so, with hard copies made available at next Council Meeting. Receipt of notice of approval of amendment by USPS Committee on Rules should also be reported in THE DAYMARK.