

BYLAWS - IMPORTANT POINTS TO CONSIDER

1. Bylaws should be written carefully so that they are not subject to two interpretations.
2. The article of the bylaws providing for their amendment cannot be suspended.
3. Once a bylaw is adopted, it goes into effect immediately unless a proviso is adopted stating another time.
4. An affirmative vote on an amendment to the bylaws cannot be reconsidered. The negative vote on an amendment can be reconsidered.
5. When bylaws state an election shall be by ballot, any other method is null and void.
6. Honorary, officers and members, if desired, must be authorized by the bylaws.
7. Use the words “immediate past president” to avoid problems of interpretation when the intent is to make use of that officer’s experience and not that of any of the other past presidents.
8. If a member is in arrears in payment of dues, but has not been dropped from membership, the voting rights cannot be suspended unless the bylaws so provide.
10. Do not include the Order of Business for a meeting in the bylaws but place this information in the Rules of Order so that they can be suspended when necessary.
11. Previous notice to amend bylaws and the vote required to adopt the amendments to the bylaws should be given in the manner prescribed in the bylaws.
12. When an amendment to or a revision of existing bylaws is being considered by the organization, the reporting member should be careful to explain the results of the proposed changes if adopted.