



LWML Bylaws — Districts

BYLAWS

Districts have different structures, and each district should draft bylaws that best describe its organization and method of transacting business. The person responsible for drafting the district bylaws should study the LWML Bylaws to determine the parameters set by the LWML and use the LWML Bylaws as a guideline. The current edition of *Robert's Rules of Order Newly Revised* may also be used as a source for general information regarding bylaws. If further help is needed, the bylaws chairman should contact the LWML Structure Committee Chairman for guidance. Her name and contact information can be found by contacting the LWML District President.

Articles and sections on name, object, members, representation at LWML conventions, and parliamentary authority must conform to LWML Bylaws. Also, when referencing LWML officers, committees, or programs in district bylaws, the correct nomenclature should be used. Likewise, when referring to dates and deadlines required by LWML, care should be taken that these references are correct.

SEQUENTIAL STEPS FOR DISTRICT BYLAWS CHANGES

Extensive amendments or revisions of bylaws should not be rushed. The district Structure Committee should expect major change approvals to take at least one year from starting the process until the changes are presented for approval to district convention delegates. The Committee, working with the district officers, should give members plenty of time to review the changes and involve the membership as much as possible. The following steps should be taken when making proposed changes to the bylaws:

- a. District Structure Committee drafts revisions or amendments.
- b. The Committee presents the proposed changes to members of the district EC and/or the district BOD for input and preliminary approval.
- c. The district Structure Committee Chairman sends one (1) copy (in Microsoft Word via email attachment) of proposed changes as approved by the district EC and/or BOD (including cover letter listing date by which response is needed) to the chairman of the LWML Structure Committee for review. (The Structure Committee Chairman's address can be found by contacting the District President.) Allow at least three (3) months for the

LWML Structure Committee members to complete their review and report before the district's convention.

- d. The LWML Structure Committee members review changes:
 - 1. making sure that articles on Name (of LWML organization), Object, Members, Representation at LWML conventions, and Parliamentary Authority conform to the respective articles in the LWML Articles of Incorporation and Bylaws;
 - 2. checking that the proper names and titles of LWML officers, departments, committees, and programs are used when referenced in the district's bylaws; and
 - 3. offering suggestions for changes to enhance the finished product.
- e. The LWML Structure Committee Chairman sends the Committee's comments to the district Structure Committee's Chairman and the District President.
- f. District Structure Committee makes necessary changes.
- g. District EC and/or BOD gives approval to the proposed bylaws changes.
- h. Delegates to district convention vote to adopt, not to adopt, or amend proposed bylaw changes (in their entirety or in part).
- i. District Structure Committee Chairman sends one (1) copy (in Microsoft Word via email attachment) of the adopted bylaw changes to the LWML Structure Committee Chairman as soon as the bylaws are ready for distribution. (If the convention does not approve the changes, the district Structure Committee Chairman sends a courtesy letter to the LWML Structure Committee Chairman apprising her of this fact.).

All district bylaws and amendments must be sent to the LWML Structure Committee at least three (3) months before the district's convention date for approval before presentation to the voting assembly for adoption. Following is an outline of articles and sections that may be used as a guideline when drafting district bylaws. The articles and sections that must comply with LWML Bylaws are written in detail.