



## **UPDATING CHAPTER BYLAWS**

As your chapter grows it often becomes necessary to update your bylaws. This is intended as a guide to assist you in this updating.

The following are the steps that are recommended for bylaw revision

- Request a copy of the current Chapter Bylaws Format from the National Office or download from [fmca.com](http://fmca.com) – a copy follows this page
- Appoint a bylaws committee
- Define the areas or items that need revision
- Have the committee prepare the revisions with the rationale
- Present the proposals to the chapter in writing, allowing the required time before a vote
- Have the chapter vote (generally two-thirds favorable vote is necessary for adoption)
- Send the revised bylaws to the National Office of FMCA so they may be reviewed by the Constitution and Bylaws Committee for conformance with the FMCA National Bylaws and FMCA Policies and Procedures