

## **CONSTITUTION & BYLAWS COMMITTEE**

### **BULLETIN #1**

Submitted by Sally Johnston  
October 18, 2022

The purpose of this Bulletin is to inform you of some changes that have been made in how to update your Unit/County Constitution and Bylaws and Standing Rules. The Department website has a template for both on their website [www.deptny.org](http://www.deptny.org). Once you download the forms, they are fillable (so just fill in the blanks), print the updated forms and send them and a copy of the old ones to the Department Chairman. Remembering that Districts do not have their own Constitution & Bylaws (C&B). Districts may only have "Standing Rules".

There is a "new form" that will be completed by the Department Chairman upon reviewing your rules/bylaws changes. The changes submitted will be compared to the Department and National standing rules/bylaws. NO change can conflict with the Department or National Constitution & Bylaws / Standing Rules.

There are 3 sections to the new form. One each for Constitution, Bylaws and Standing Rules. You will note that within each section there is a space for the C&B Chairman to "check" as having "reviewed and a copy forwarded to the department office." Should there be any conflicts with the Department or National C&B / Standing Rules, it/they will be noted accordingly and returned to the sender for correction and resubmission to me as your C&B Chairman for further review.

Remember that when making changes, Roberts Rules of Order must be followed.

The National organization has advised that the word "APPROVED" not be used which is the reason for this change.

It is the hope of this administration, that the new forms will make everyone's job easier. However, should you have questions feel free to contact me or the department office.

For those submissions that I have already received prior to this bulletin, I apologize for the delay in reviewing them. I will be contacting you to "review" and "resolve" any questions that I may have.