

How to Amend Bylaws

- Step 1:** Work on the revisions with your board (if you have any questions before this step please reach out **Recreation Specialist** and ask)
- Step 2:** Submit them to **Recreation Manager** for Approval -
Approval is needed to make sure All Bylaws do continue to follow RR&P's which supersede club bylaws
- Step 3:** If approved, **Recreation Manager** will initial
If not approved, then it needs to go back to the Club Board with Rec Manager recommendation to be approved by the board then back to **Recreation Manager** to initial for approval
- Step 4:** The Club is to post for 30 days either on the bulletin board or via email (or both)
- Step 5:** If the club needs an electronic vote you can communicate with **Recreation Specialist** to set that up for you - If you only want to have a vote at your membership meeting then you must meet the quorum in each club's bylaws which are mandatory/verbatim under the meetings section
- Step 6:** Once your club votes, assuming it is in favor of the changes, the **Recreation Specialist** will need a copy of your clubs meeting notes from the General Membership Meeting/electronic votes that show the approval from the membership. **Recreation Specialist** will update your bylaws and get the Club President Signature(§) and General Manager Signature then we will send you an electronic copy and the **Recreation Specialist** will get them posted on your club website (*not external website*)