

## How to amend your Chapter by-laws

There are four (4) basic steps, namely:

1. Present proposal in writing at a regular convocation, indicating existing By-Law (in full) and proposed new By-Law (in full).
2. Print proposal on the notice of the regular convocation at which action is to be taken, and mail to every member.
3. Secretary should record the vote "000 votes for" and "000 votes against" or unanimous if that is the case.
4. Secretary sends letter (3 copies) to the Grand Secretary, giving dates and pertinent information *on all four steps* together with the amendment for approval of Grand Chapter.

To clarify these steps further, we will explain in as few words as possible. This may still leave questions in the minds of some Companions, but probably the question(s) will be on a particular step. Any request to the Grand Chapter Committee on By-Laws for further clarification should be confined to the step in question and not to the whole issue.

To elaborate further on the four steps:

1. A proposal (as described in #1 above) presented in writing at a regular convocation can be received, or if desired, or if the By-Laws require, may be referred to a Committee. If referred, it may have to lay over more than the required month.
2. The complete proposal, or the committee report or recommendation, must appear in the notice of the regular convocation at which action is to be taken, and sent to every member of the Chapter.
3. The vote should be recorded in the Chapter records, as mentioned above. The High Priest should prepare himself to properly handle this amendment which requires a two-thirds vote. But two-thirds of what? Some By-Laws say "2/3 of members", others "2/3 of members present", or "2/3 of members present and voting". Only YOUR own By-Laws tell just what to do.
4. The Grand Chapter Committee on By-Laws needs information on all four steps to give proper consideration for approval of an amendment.

[Please note that the existing By-Law and the proposed new By-Law should appear in their entirety, in writing (or print) in steps #1, 2 and 3.]