

Tips for Reviewing Zone Bylaws

Bylaws should:

- Be short and concise. Keep the bylaws simple.
 - Only include rules that the organization considers too important that they cannot be changed without notice and by a large majority. Ones that cannot be suspended.
 - Consider putting details in Bylaw Standing Rules or in guidelines.
- Include reference to individual members of the LWML.
- Be carefully worded to avoid misunderstanding and confusion.
- Be consistent in terminology. (Use of the LWML Style Guide is suggested.)
- Be consistent in punctuation and capitalization (especially if using lists).
- Have all pages numbered and dated.

As you start, check your current bylaws for:

- Outdated procedures
- Contradictions
- Lack of consistency (especially in capitalization and punctuation)
- Similar objects not grouped together
- Too many details
- Incomplete information
- Lack of dates

Process for Amendments and/or Revisions

- Zone BOD arranges for a review of existing bylaws.
- Submit suggested amendments or revisions to the groups in the zone for their input.
- Submit suggested amendments or revisions to the SWD Structure Committee for review/approval.
 - For wording to be deleted, put in red Strikethrough (~~like so~~)
 - For wording to be added, put in blue type (like so)
 - In **bold red**, list the rationale for the change
- Submit final bylaw document to the groups to review.
- Adopt the final bylaw document at a zone rally.
- Email the approved bylaws to the SWD Structure Committee Chairman for filing.

Resources:

- Sample LWML Zone Bylaws (from LWML.org website)
- The LWML Style Guide (from LWML.org website)
- LWML SWD Structure Committee Chairman