

CHAPTER NAME/NO

DATE

Attachment to Chapter Bylaws Amendment Cover letter

Refer to Grand Constitution and Bylaws, Chapter 3, Article 2, Section 6.
In Introduction or front section list the date that the original bylaws were approved and the date of each subsequent revision example: **Revised as of July 2009**

Approved by Prince Hall Grand Chapter 1979

Note: If bylaws are approved you will add that “Revised as of” date as the most recent revision prior to reprinting them.

Submit only the amendments that have been approved by the chapter.

The amendments should follow this outline for each section being amended. If the reason for the requested change is not obvious (such as raising dues) you may include a **Rationale** to assist the committee in understanding the reason for the change. An example would be changing your meeting date, time or frequency.

Submitting a recommendation for amendments to the Grand Chapter Constitution & Bylaws would follow the same outline.

Other points to remember:

- Only the Grand Chapter has a “Constitution”.
- Chapter bylaws cannot conflict with Grand Chapter’s Constitution & Bylaws.

Your chapter bylaws must be included with the other documents.

Article XIII (or 13)

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Committees

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Currently reads:

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Change to read:

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Add

Rationale

*****ATTACH CHAPTER BYLAW AMENDMENT COVER LETTER
AND CURRENT CHAPTER BYLAWS**

**IF YOU NEED MORE THAN ONE REVISION, GO BACK TO WEBSITE AND
OPEN ANOTHER FORM**