

1. The allowance for the Constitution and Bylaws Chairman shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The adopted changes in the National Constitution and Bylaws shall be posted annually on the Department Office Website as soon as they are received after the National Convention. (2018)
3. Any adopted changes in Department Constitution and Bylaws shall be forwarded to the Department Chairman as soon as possible after Department Convention. (2009)
4. The Department Chairman shall provide a copy of the Constitution and Bylaws Code to each District Chairman at a workshop or as soon as possible. (2004)
5. All Unit and District Bylaws must be rewritten at least every ten (10) years. Amendments to the bylaws do not constitute a rewrite. Units not complying with this Department Policy shall have the sanction implied in Article XI, Section 2, of the Department Bylaws applied. (2004)
 - a. Units and Districts required by Article XI, Section 2 of the Department Bylaws must submit by postmark date their re-written bylaws or amendments forty-five (45) days prior to the opening of the Department Convention. The Department Chairman will notify the District President, Department President, and Secretary/Treasurer of Units and Districts not in compliance and therefore cannot vote at their District caucus and/or be seated at convention. (2003)
6. All Units and Districts must use the Model for Unit/District Bylaws provided by the Department Office. A set of Bylaws with open spaces for Unit/District name, number, per capita dues, date, and place of meeting, etc. with the information and instruction sheet included, shall be available on the Department Website or at no cost from the Department Chairman. Signature page for Unit or District forms are included. (2009)
 - a. When rewriting the Unit Bylaws, two (2) complete sets (including five (5) signature pages) are required for submission to the Department Chairman. Three (3) signature pages will be returned to the Unit after the Department President signs them. The signature pages are to be attached to three (3) copies of the new Unit Constitution and Bylaws. If submitting by Email, only one (1) full copy is required. (2023)
 - i. One set is to be retained by the Unit Constitution and Bylaws Chairman.
 - ii. One set to the District President.
 - iii. One set to the District Constitution and Bylaws Chairman.

- iv. It is recommended that the Unit Secretary also maintain a set of these bylaws. (2014)
 - b. When District Bylaws are rewritten, two (2) complete sets, including four (4) signature pages are required for submission to the Department Chairman. (2014)
 - c. Constitution & Bylaw amendments and rewrites shall be read at two (2) **consecutive regular** Unit/District meetings. (2024)
 - d. There must be two people signing on the signature pages; the person who is serving or acting as Constitution and Bylaws Chairman and the President or individual serving in the President's Place. (2022)
 - e. All forms for Model Bylaws and Amendments shall be kept current by the Department Chairman and the Department Office. (2004)
7. When the Department Constitution and Bylaws need to be completely rewritten, the Department President is empowered to appoint a committee of three (3) which will include the Department Constitution and Bylaws Chairman.
8. The retiring Chairman of Constitution and Bylaws shall be authorized to re-number, re-letter, and proof-read changes in the Department Constitution and Bylaws presented to the Committee and approved by the Department Convention prior to the final printing. (1989)
9. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
10. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairman reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)