

VIII: AMENDMENTS TO BYLAWS

A. Amendments to the bylaws of a lodge are governed by the amending procedure set forth in the lodge bylaws. The specified amending procedure must be followed without exception or the new amendments will not be valid.

1. Amendments to lodge bylaws do not become effective until approved by the Grand Lodge Committee on Charters and Bylaws *and* the lodge has been officially advised of the same.⁴⁵

B. A review process has been put into place with the Committee on Charters and Bylaws to expedite the approval process. A lodge may propose an amendment and immediately submit it for review by the Committee. If approved, the lodge may then publish it in their notice of communication to the brethren exactly as pre-approved. Should the lodge change any wording, the new proposal has to be resubmitted for another pre-approval. If the lodge passes it in accordance with its bylaws, the certification as outlined in paragraph C below may be submitted and formally approved by the Committee and then certified by the Grand Secretary.⁴⁶ The modified bylaw becomes effective upon receipt by the Secretary of the certified copy of the change.

C. The certification must be submitted in duplicate on lodge stationery, signed by the lodge Secretary, and sealed with the lodge seal. [Please include two copies of the lodge notice that announced the vote on the bylaw change.] Only the wording of the proposed amendment is required and more than one amendment may be submitted on the certification. The exact changes (deletions, additions, modifications) must be clearly identified. However, it is requested that at least two inches of space at the bottom of each page be left clear for the certification by the Grand Secretary.

D. Notice must be given to the Lodge membership that proposed By-Laws changes will be discussed at a Regular Meeting of the Lodge. The Notice should include the original and the proposed new wording of the By-Law. This wording should be clear as to what is the old wording and what the new wording will be, either by *italicizing*, underlining, ~~striking through~~, or **bolding** the words of one and not the other, so there should no confusion. Please refer to additional procedures in section XXIX, page 1-60.

1. Following approval, a certified copy of the approved bylaws amendments will be returned to the lodge Secretary for the lodge records and should be inserted into the bylaws as amended.

⁴⁵ “Constitutions and Regulations” - Section 710.

⁴⁶ See Exhibit 6 - Sample Form of Bylaws Certification.