1-10-21

**HOW TO UPDATE CONFERENCE BY-LAWS**

A conference should update their by-laws if they are over five years old or if when they originally wrote them, they did not follow the template given by National.

The complete rules for conference by-laws can be found on the National website at: <https://www.svdpusa.org/members/Documents/Council-Conference> . There are a couple of options for conferences, but every conference in Contra Costa County probably falls under “Conferences without a board”. In the Dropbox folder that holds this document is a document entitled “Bylaws – Document 1 Conferences without a Board – Apr 27, 2019 FN”. This is the template straight off national’s website. It not only has the by-laws, but an extensive section that describes the meaning of the by-laws. It is interesting reading for those that want to get into the nitty gritty details, but not mandatory reading.

The primary document conferences will use is the document entitled: Bylaw – Template for all conferences. There are four places in the document where the text is in red. Those are the only places where a conference needs to change the document. Two of those places are the name of the conference. One is the address of the conference and one is the parish that the conference is associated with. Just make those substitutions and you are done.

The document entitled: Bylaws – Holy Rosary with all edits Sept 2019, shows all of the modifications made to National’s template in order to create Holy Rosary’s by-laws. National made it more difficult than it needs to be and so a lot of stuff was modified and simplified and the template for all conferences is the result.

The process for approving the new by-laws should be in your current by-laws. It probably is similar to what the new by-laws state:

*Bylaws may be amended, altered or repealed at any regular or special meeting with the concurrence of two thirds of the Active Members of the Conference provided, however, that 60 days written notice of the meeting at which proposed amendments, alterations or repeals of any article be sent to all members prior to the meeting.*

Please note that the new by-laws only have to be approved by the President of the District Council if the only changes made are to the text in red. If a conference wants to make any other changes then it needs to go to the Regional Vice-President.

Bob Liles