

# INSTRUCTIONS FOR THE SAMPLE BYLAWS

The sample bylaws in the Leadership Handbook are designed to assist new local clubs, who wish to federate with the Texas Federation of Republican Women, in the writing and adopting of their bylaws (the basic rules relating to a local club as an organization). This Bylaws Template is also designed to assist local clubs with reviewing and amending their Bylaws.

This template contains all provisions required by TFRW Bylaws, Article IV, Section 2, Paragraphs A - N and are not in conflict with the Bylaws of TFRW or NFRW. The content is based on the content in the bylaws of the two superior bodies and the principles expressed in the current version of *Robert's Rules of Order, Newly Revised*, the adopted authority on parliamentary law of NFRW and TFRW.

The sample may be used by simply filling in the blanks (those instructions in parentheses) or it may be altered, except for those provisions required by the TFRW Bylaws, to meet the needs of a local club. Once the blanks are completed, the italics should be deleted. Italicized phrases are instructional, and not meant to be included in the final Bylaws document. **When submitting bylaws for review, please send a Word (not a pdf or Google doc) copy capable of editing and adding comments.** Sending a pdf file for review will not be accepted and will slow down the process. Word documents are needed to minimize formatting changes. In some cases, files converted from pdf or Google docs have had to be recreated. The final approved copy will be filed with the TFRW and NFRW Offices as part of club's permanent record so we strive to preserve the formatting and file a professional document. Thank you for attention to these details!

For new clubs, one copy of the prospective club bylaws adopted by the members should be forwarded with the local club's federation application to TFRW Headquarters. The TFRW Vice President - Bylaws must approve them as a step in the application process. An application cannot advance without TFRW Approval.

TFRW Bylaws require that a club must submit any amendments it makes to its bylaws to the Vice President-Bylaws for approval before the change is finalized. When the bylaws are TFRW approved, the final copy will be filed in the TFRW office records. No work in progress copies will be retained in the permanent record.

Although this Template is ALWAYS updated after biennial conventions when amendments are passed, NFRW will periodically issue bylaw changes for clarification or correction. As a result, prospective clubs and clubs wishing to update their bylaws should consult the TFRW website for the most current copy of this document. The date of this version will be shown on the first page under the title.

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