

**Ancillary Document 2.1.4.3**  
**CHAPTER BYLAWS AMENDMENT TEMPLATE**

**Instructions:**

Please read before proceeding. **Mandatory and required exact wording material are in Bold Type; do NOT change these sentences, phrases or paragraphs, copy them exactly into the document being created.**

This template is intended for simple single amendment to a chapter's bylaws. Preferably, the entire bylaws can be revised (see Annotated Sample Chapter Bylaws.) This template is intended for simple single amendment as opposed to a complete rewrite. A complete rewrite is preferable if multiple changes are made and during the mandatory 10-year review.

Use the template on the next page to create a chapter bylaws amendment. Fill in the blanks, *remove instructions*. **Mandatory items and exact wording are in bold-face type** in this sample. Approval of amendments does not change or otherwise affect the ten-year scheduled review cycle of chapter bylaws.

Text in bracket [*instructions-text. Blank lines suggest information should be inserted; the inserted material is not underlined.*] are annotations which are not to be included in your document.

It is recommended that the proposed amendment be submitted to EGA Chapter/Region Bylaws Review Chair for preliminary review before presenting it to the membership. Note that the date the chapter president signs is the date the amendment is approved by the chapter membership.

Important: Mail or email the amendment document to Chair of EGA Chapter/Region Bylaws Review Committee – see the current *Who's Who* on the national EGA website for the incumbent (person occupying that position) and the person's contact information. Email is preferred.

(Revised March 2018)

**The Embroiderers' Guild of America, Inc.**

\_\_\_\_\_ **Chapter**

\_\_\_\_\_ **Region**

**Chapter Bylaws Amendment:** \_\_\_\_\_ *[Month/Year]*

**The bylaws of (the) \_\_\_\_\_ Chapter of The Embroiderers' Guild of America, Inc., are amended to read as follows:**

**Article** [#], **Section** [#]  
*[Text of proposed amendment.]*

**Membership Approval** \_\_\_\_\_  
**Date** **Chapter President Signature**

**EGA Approval** \_\_\_\_\_  
**Date** **Chairman, Chapter/Region Bylaws Committee**

**EGA Approval** \_\_\_\_\_  
**Date** **Director of Bylaws**