



S-U-Z-Y S-T-R-U-C-T-U-R-E

March 2007

What are bylaws?

The bylaws of a group are the rules that relate to it as an organization and prescribe how the group will function.

What are standing rules?

Standing rules are rules that are related to the administration of a group rather than parliamentary procedure.

Guidelines/Procedures Manual

These are used to give the details of responsibilities and procedures. They help to keep the bylaws simple and concise.

Articles in a set of bylaws

Most bylaws of LWML groups contain the following articles:

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| *Name | Committees |
| *Object | Mission Grants (mostly in district bylaws) |
| *Members | Finances |
| Organization | Fiscal Year |
| Officers | Dissolution |
| Pastoral Counselor | *Parliamentary Authority |
| Meetings | Amendments |
| *Representation | |
| Executive Committee and/or Board of Directors | |

* These articles must conform with the LWML Bylaws.