

## **PLEASE FORWARD TO CHAPTER RECORDING SECRETARY**

### **To: Local Chapter Recording Secretary**

It is the time of year when each local chapter must report to the Michigan State Chapter the status of your chapter's bylaws and standing rules. **At the Convention of International Chapter in September 2021, it was voted to change the required number of local chapter meetings to 12 business meetings. This change needs to be updated in each local chapter bylaws. This does not require a chapter vote.**

Once you have updated your bylaws, please send a complete copy to Tami Mott, Chairman of Amendments and Recommendations, by **March 10, 2022**.

**Here is the procedure for reporting changes in your bylaws and standing rules. Email is the preferred method to submit bylaws.**

1. Email your bylaws and standing rules **IN THEIR ENTIRETY**. If you send a print copy, you must send a full-size copy for our files printed on plain white paper (8 ½" x 11"). Making a copy of your bylaws and standing rules as printed in your yearbook is not acceptable.
2. Fill out the Annual Bylaws Report form on the Michigan State Chapter website, indicating where your bylaws and standing rules were changed.
3. Indicate chapter letter(s), city, state and date on each page of your bylaws and standing rules.
4. Email the-bylaws and standing rules and complete the online Annual Bylaws Report form **by March 10, 2022**, to:

**Tami Mott** [windsinger@mi.rr.com](mailto:windsinger@mi.rr.com)

Thank you in advance for your help in keeping the records of the Michigan State Chapter accurate. If you have any questions, please contact me at (610) 246-0029 or [bethpeolundy@gmail.com](mailto:bethpeolundy@gmail.com).

Lovingly in P.E.O.,

Beth Lundy, MSC Secretary

1/17/22 BBL