

## Guidelines for Amending the Uniform Code of Bylaws

The Uniform Code of Bylaws of The Grand Council (i.e., Red Book) are the laws which govern Grand Council, every LOSNA Court and members. The Grand Executive Board of Directors, specific Grand Committees, Subordinate Courts, and Members have the privilege of submitting changes to the Red Book. Proposals to amend may be presented to the Grand Chairman of the Jurisprudence and Law Committee (J&L) no later than January 15 prior to the Annual Session of The Grand Council.

Additionally, Subordinate Courts are also governed by their own Rules & Regulations.

### SUBINORDINATE COURTS

- At the stated meeting in April, the High Priestess will appoint a Committee of Rules and Regulations (R&R) composed of at least three (3) members of the Court.
- Proposed changes will be given to the R&R Committee.
- **First Reading:** The Committee will present any proposed amendments to the members of the Court at a stated meeting at which time there will be no discussion.
- Following said reading, the membership shall be given twenty-five (25) days written notice that a vote will be taken on the proposed amendments.
- **Second Reading:** The vote to be taken at the first stated or special meeting following the twenty-five (25) day period.
- A motion is made to accept the proposal/s and have the seal of the Court affixed; document to be sent to the Grand Chairman of J&L
- After voting, the Recorder will send a letter containing the proposed amendments, to the Grand Chairman of J&L as follows:
  - All amendments proposed to the Bylaws shall be in writing in proper format (see below).
  - On Court letterhead.
  - With the date of the first and second readings of the amendments.
  - Signed by the High Priestess and the Recorder.
  - Affixed with the Seal of the Court.
- The proposed amendment/s will be mailed to the Grand Chairman of J&L to be received by her by **January 15**. Address may be found in the latest Proceedings Book.

Amendments are made by the following:

- Adding
- Inserting
- Striking out (deletion)
- Striking out and inserting
- Substituting
- Rewriting

### CORRECT FORMAT:

If referring to an entire Article:

Article V, Section 2, Page 50

Now reads: Type in the full section.

Amend by: Type in the reason for the change (i.e., deletion, addition, etc.).

Example: Amend by deletion or however it is being changed.

Amended would read: Type in the line as it would read if changed. Remember to renumber subsequent section/s, if necessary.

If referring to only a sentence or word/s in a section:

Article V, Section 2, Page 50, Line 3

Now reads: Type in sentences of line 3.

Amend by: Type in the reason for the change (i.e., addition, deletion, insertion).  
Amended would read: Type in the line as it would read if changed.

- Mailed to the Grand Chairman of J & L to be received no later than January 15 (address in the Proceedings).

**SPECIAL NOTE:**

**Avoid paying hefty postage fees by completing your proposals in a timely manner.**