AMENDMENT(S) TO CHAPTER BY-LAWS

Enclose the following:

1. **A copy of the Amendment(s) precisely worded.**
2. **A complete copy of the Chapter Bylaws before amending.**
3. **A complete copy of the Chapter Bylaws as it will read if the amendment(s) is(are) adopted.**
4. **Two (2) copies of this letter.**

Worthy Grand Matron

Dear Sister ,

At a stated meeting of _____ Chapter No. _____, held on _____, the above amendment(s) to our Chapter Bylaws _____ presented to the Chapter.

At a stated meeting of _____ Chapter No. _____, held on _____, with _____ (number) members of the Chapter present, the above mentioned amendment(s) was/were read to the Chapter; a motion was made and carried to adopt the amendment(s) subject to the approval of the Worthy Grand Matron. Must lay over for one month before vote is taken.

There were _____ (number) members who voted for the bylaws to be amended as proposed.

There were _____ (number) members who voted against the bylaws to be amended as proposed.

Thank you for giving this matter your prompt attention.

_____
(Secretary)

(Chapter Seal)

_____
(Date)

Amendment(s) to Bylaws approved _____
Amendment(s) to Bylaws disapproved _____

_____
WGM

(Grand Chapter Seal)

_____
(Date)

Revised January 2017
Approved by the Clearing Committee