



PROCEDURE

Revising GVR Club Bylaws

Review your Club Bylaws at least once each year – they are your governing documents.

- ___ 1. Club Board of Directors suggests changes.
- ___ 2. Club President submits revisions to GVR Club Liaison for review and approval.
(using most recently signed Club Bylaws, submit redlined copy showing revisions)
- ___ 3. Club Liaison forwards both documents to Chief Operations Officer for approval.
- ___ 4. Club Liaison forwards approval to Club President.
- ___ 5. Club members vote on proposed changes.
- ___ 6. Club President submits signed Bylaws to Club Liaison.
- ___ 7. Club Liaison submits new Bylaws to for CEO for signature.
- ___ 8. GVR CEO signs Bylaws.
- ___ 9. Club Liaison provides fully executed copy to Club President and retains original in Club File.
- ___ 10. Club President distributes a copy to all members.