

**Procedure for Approval of Updated Chapter/Branch Bylaws**  
**(for existing chapters/branches)**

- Using the Model Chapter or Branch Bylaws Template, draft updated chapter/branch bylaws according to the current chapter/branch-level amendment process (see chapter/branch's current bylaws).
- Submit (in electronic form) the updated draft bylaws to the EAPA CEO. The CEO will distribute the draft bylaws to the Board Chapter/Branch Bylaws Review Task Force, chaired by the Secretary-Treasurer and composed of the District Directors.
- Within 30 days of submission, the Board Chapter/Branch Bylaws Review Task Force, assisted by staff, will review the draft bylaws and:
  - contact the chapter/branch if modifications of the draft bylaws are needed, or
  - forward the draft bylaws to the full Board with recommendation for approval at its next meeting.
- Upon Board approval, the new chapter/branch bylaws will go into effect.