



Chapter Bylaws Update Guide

March 2025

Following the update to the NECA National Bylaws, we have revised the template for the Recommended Form of Model Chapter Bylaws as well as the procedures for submitting them to the National office for review.

Why Are Up-to-Date & Approved Bylaws Important?

- For your Chapter Bylaws to be valid, they must have been reviewed and approved by NECA National.
- Your Bylaws should accurately reflect how your organization conducts business. Operating outside of your bylaws could put your association at risk should you have an IRS audit and could place your nonprofit in jeopardy by opening the possibility for legal investigations and entanglements.
- Your approved organizational documents will be one of the first things that the IRS will ask for if they pay you a visit.

References in NECA National Bylaws:

Each chapter is required to keep a current & approved copy of its Bylaws on file with National, as described in Article 6.3, Section F of the National Bylaws.

Updating your bylaws:

- NECA National has a chapter bylaw template that can be used to facilitate the update process.
- Please keep in mind that your Board of Directors can often create and utilize policies, consistent with the provisions within the bylaws, to set and guide chapter actions vs. including them as part of the bylaws. The advantage to using a policy vs. a bylaw provision is that the policy can be amended much easier.
- During the review of your bylaws please check that they accurately reflect how your organization conducts business and make any necessary changes.
- Please follow your current bylaw amendment provisions throughout the review and update process.
- You may want to consider coordinating the update process with NECA and your Chapter by scheduling the vote approving the new bylaws after they have been reviewed by NECA and any recommended changes have been made.

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- NECA National can provide you with a copy of your latest approved bylaws to begin the process.
- Please consider using a copy of your latest approved bylaws as the base document and indicate any changes when submitting an updated version for review.
- Alternatively, if you anticipate that you would like to perform a complete re-write, then you could choose to use the Chapter Bylaw template as a base and track changes from there.
- Consider resourcing your Field Representative to assist with the update content and process.

Questions? Please contact LR@necanet.org.

