

**Procedures to follow for adopting Amended Bylaws**

1. **According to SCFS State Bylaws, ARTICLE X, Section X(a),** bylaws may be amended or restated from time to time in accordance with the provisions of S.C. Code §33-31-1020; *provided, however,* any such amendments or restatements must be approved by the State Board prior to adoption by the Board of Directors of the Corporation.
2. **Prior to submission to State Board, the local board should:**
	1. **Meet and vote on the proposed changes to the bylaws.**
	2. **Submit proposed changes to the State Board for approval.**
3. **Once proposed bylaws are approved the State Board, the following guidelines are recommended for formal adoption of the bylaws.**
4. At least seven (7) and no more than ten (10) calendar days prior to the board meeting at which you will adopt the amended bylaws, mail the **“Notice”** to all current county board members along with a copy of the amended bylaws to be adopted.
5. Follow usual Freedom of Information Act procedures for public notice of the board meeting at which you will vote on the amended bylaws.
6. At the board meeting following the sending out of the Notice, a board member should make the motion as worded on the attached **“Resolution”**. A majority of your board members must be present for this vote. The motion must be seconded, and then passed by majority vote. The vote should be recorded in the minutes. *Note that the “Resolution” final paragraph asks that the actual vote count be included if the approval was not unanimous.*
7. After the motion passes, the Chair and Secretary of the county board should sign and date the “**Resolution**”. Send a copy of the amended bylaws with the completed Resolution and Certification page to the State Office of First Steps. Keep the original bylaws in your corporate files.