



November 19, 2024

A Guide to Revising Community League Bylaws

Each society incorporated under the Alberta Societies Act, must have and follow its bylaws which are approved by Corporate Registries. The approved bylaws will have a Registries stamp on them and this is the version required by the EFCL, the City, ALGC, and other granting bodies. Governance best practices do evolve and so do both Leagues and neighbourhoods so bylaws should be reviewed approximately every 3 years.

Here are the steps to renewing your Leagues bylaws:

1. Form a committee of 3 to 4 board members
2. Understand your current bylaws- get a good understanding of your current rules before you look to change them
3. Pay particular attention to the section in the current bylaws of how to amend them. It is usually toward the end of the document.

Decision Point!

Do you want to revise your current bylaws to make a few changes or is it time for a more significant rewrite? Governance practices do evolve and if your bylaws are more than 5 years old, you will want to consider more significant rewrite.

4. Review the [EFCL Model Bylaws](#)
You can either import pieces you like from the model into your current bylaws or use the model as the base and work through the decision points in the document.

EFCL Advisor Time! You may bring in our Board Development Advisor here to review the model bylaws with you and answer and questions about your current bylaws. A start up bylaw meeting takes about 90 minutes and is best done virtually but can work in person.

5. Keep your board in the loop. As you work through the bylaws make sure you test out major changes (i.e. changes to how the board is elected, changes to terms or term limits) on your fellow board members so no one is surprised when the full document

Edmonton Federation of Community Leagues

12122 68 Street NW | Edmonton, AB | T5B 1R1 | 780.437.2913 | info@efcl.org





comes to the board.

6. Once you have a full draft complete, read through it for consistency.
 - a. Make sure that the same words are used throughout the document. For example if members with voting rights are called “regular members” in the definitions or in the membership section, don’t start referring to them as “full members” later on.
 - b. Double check that the numbering is consistent and that each statement has a number. There should not be large blocks of text under one number.
7. Check your draft against the list of [Required Clauses](#) paying attention to the specific wording of each of those clauses. These are the essential elements of a set of bylaws and if any of these pieces is missing Corporate Registries will reject your bylaws.
8. Ask a board member not on the committee to read through the draft. You have seen the words too often by this time to notice inconsistencies or missing pieces.

EFCL Advisor Time: This is a good time for the Board Development Advisor to give the draft a read through to make sure nothing that will trip you up with AGCL or Corporate Registries has slipped in.

9. Review the changes with the Board and get the Board to approve the bylaws for recommendation to the membership.

Sample motion: Be it resolved the draft bylaws are approved for recommendation to the membership at the Annual General Meeting.

10. Bylaws have to be voted on at a general meeting of the membership. This can be either a special general meeting or the League’s annual general meeting.
11. Changes to bylaws require a special resolution, meaning the resolution and the bylaw amendments need to be provided to members at least 21 days prior to the meeting (your current bylaws may have a longer requirement but cannot be less than 21 days). A notice on the League’s website or social meeting might be helpful but does not fulfill the requirement for notice. Email is the most common way to notify members of meetings and provide a link to the bylaw document but old fashioned mail can also be used and should be for members without email.
12. Present the bylaws to members and pass a motion to amend them. Special resolution



require a majority vote of 75%

Sample Motion (when you have several changes) : Be it resolved that the existing bylaws are repealed and the amended bylaws of Community League dated (date of meeting) are approved.

Sample Motion (when you have just one change): Be it resolved that section X of Community League bylaws is changed to read: [insert new language]

Sample Motion (when you have several changes to one section) Be it resolved that section X of Community League bylaws is deleted and replaced with: [insert new language]

13. Even though the new bylaws have been approved by membership they are not in effect until they are approved by Corporate Registries. The League is still operating under the old bylaws until the new ones are approved.
14. Send the special resolution to Corporate Registries using [this sample](#) which also includes the address and other information you'll need.
15. Corporate Registries will send you a stamped PDF copy of your approved bylaws through email.
16. Make sure this is available to all board members, and it is the version that will need to be sent to funders and granting agencies.
17. Post the new bylaws to the league's website.
18. Send the new bylaws to leaguesupport@efcl.org
19. If the bylaws are not approved, Corporate Registries will provide specific reasons. Read through the reasons and reach out to the EFCL Board Governance Advisor for support. Sometimes it is possible to appeal Corporate Registries' decision. If not, amendments will require another general meeting.