The Colorado Association of Parliamentarians presents:

The Basics of Better Bylaws

Saturday, March 8, 2014
8:30 a.m. to 12:30 p.m.
LCW American Legion Post One
5400 E. Yale Ave., Denver, 80222

Are the bylaws of your organization followed or ignored? Why is having a good set of bylaws important? What should be included in the bylaws? What should not be included? When and how should the bylaws be amended?

Your questions will be answered during these teaching sessions by experienced instructors:

- **Why Bylaws are Important** – Sandra Olson, PRP, CAP Youth Committee Chair
- **Bylaw Articles** – Cheryl Oleyar, CAP Education Committee Chair
- **Bylaws Pointers** – Paula Lasky, PRP, CAP President
- **Amendment & Revision of Bylaws** – Donna Thompson, PRP, CAP Vice-President
- **Question & Answer Session**

If you have a copy of *Robert’s Rules of Order Newly Revised*, please bring it with you! The registration fee includes coffee break and helpful hand-outs from the presenters. Parliamentary resources will be available for purchase.

* The registration fee is only $30 if your registration is postmarked on or before March 1.
* After March 1 the fee increases to $40.
* Make your check payable to CAP and send it with the completed registration form to:
  Patricia Simpson, 1120 Corona Street, Denver, CO 80218,
  Patricia@kingsburysimpson.com, 303-861-3062.
* One name per form, please print.
* For registrations after March 1, contact Patricia by phone or email.

The Colorado Association of Parliamentarians (CAP) is affiliated with the NATIONAL ASSOCIATION OF PARLIAMENTARIANS® (NAP), a professional society dedicated to educating leaders throughout the world in effective meeting management through the use of parliamentary procedure. The CAP Education Committee presents workshops that teach the basics of parliamentary procedure all across the state.