## Revising your Section’s Bylaws: Suggestions for a smoother ride

* Consult with the Committee on Sections early and often. We are happy to help.
* Use the [template](https://www.maa.org/community/maa-sections/bylaws-template) provided. Stay close to the recommended wording, especially in Articles I, II, and V.
* Use the [online resources](https://www.maa.org/community/maa-sections/guidelines-bylaw-revisions).
* Note the relationship between revising your bylaws and your annual [subvention](https://www.maa.org/sites/default/files/pdf/sections_archived/Guidelines/Policy%20for%20Assuring%20Section%20Bylaws%20Review%20and%20Revision.pdf).
* Avoid using the word “national” to refer to the parent organization. Instead, use “Association” or “MAA.”
* There is only one Project NExT, the one run by the MAA. Please refer to your local program as Section NExT or something similar.
* Describe how you work to avoid implicit bias in appointing committees, and in how committees carry out their work. For instance, the Committee is unlikely to approve bylaws in which a teaching awards committee is composed entirely of previous winners. See the [MAA document](https://www.maa.org/community/maa-sections/bylaws-template) for selection committees for guidance.
* Determine a workable quorum for business meetings in your Section. As a guideline, we recommend at least five more people than the number of voting members on your Executive Committee.