



BYLAWS

Every professional growth network shall have written bylaws and shall make such bylaws available to its members and the Federation.

Bylaws shall include and provide for:

1. Interpretation
2. Name
3. Affiliations
4. Representation
5. Statement of Purpose
6. Membership
7. Fees
8. Rules of Procedure
9. Governance
10. Officers
11. Financial Matters
12. Elections
13. Removal from the Board
14. Amendments
15. Dissolution

See the [bylaws template](#) for further information.

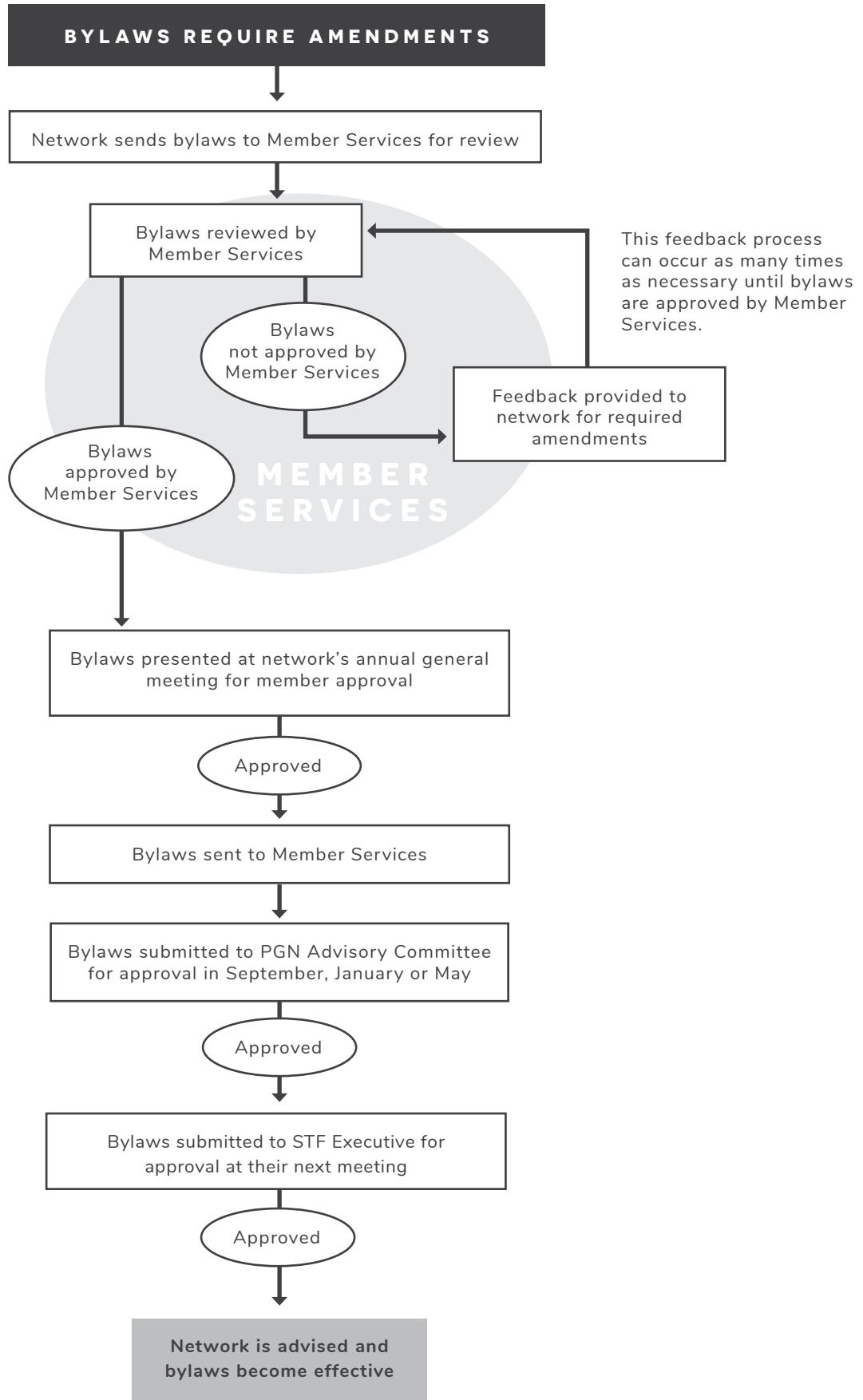
AMENDMENTS

Bylaw amendments are vetted through the Professional Growth Networks Advisory Committee who then makes a recommendation to the STF Executive. The advisory committee typically meets three times per year in September, January and May.

Submit bylaws with the amendments highlighted to Member Services staff as they occur throughout the year. Submission of bylaw amendments are a requirement of basic grants.

Every bylaw and any amendments shall only be effective upon approval by the STF Executive.

REVIEW PROCESS



1. The professional growth network sends its new or amended bylaws to Member Services for review.
2. The new or amended bylaws are reviewed by Member Services.
3. If the bylaws are not approved by Member Services, the network is provided with feedback regarding the required changes and sent a copy of the review. When the bylaws are re-submitted by the network, they are reviewed again and if changes are still required, the network is provided with feedback and sent a copy of the most recent review. This feedback process can occur as many times as is necessary until the bylaws are approved by Member Services.
4. When the bylaws are approved by Member Services, the network is advised of approval with a request that the bylaws be presented for member approval at their annual general meeting.
5. The network advises Member Services that the bylaws have been approved by members at their annual general meeting.
6. The bylaws are submitted to the Professional Growth Networks Advisory Committee for approval at their next meeting in September, January or May.
7. When the PGN Advisory Committee approves the bylaws, they are submitted to the STF Executive for approval at their next meeting.
8. When the bylaws are approved by the STF Executive, a letter advising of the approval is sent to the network and the bylaw amendments become effective.
9. The bylaws review process is complete until the network makes further amendments to their bylaws; the review process will then begin again.

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