

Bite Size Pieces
Learning Topic – Bylaws, Resolutions and Codes
Module Three

1. Recommended Pre-requisite(s) – Roles and Responsibilities Modules one and two

2. Learning Objective

Understand the Importance of Bylaws, Resolution and Codes

This session reviews the importance of clear, unambiguous bylaws to a well functioning organization. It is intended that this session be discussion-based.

Note – Relax! You don't need to be a trained facilitator to run this session – everything you need is provided with this module.

3. Content Covered

Bylaws, Resolutions and Codes

4. Learning Outline

Before the session, go through the sections of your Board Manual that outline your clinic's bylaws and any pertinent resolutions or codes to make sure you understand them. If there's anything you don't understand, take the time to review them with your Chair or Secretary so that you are confident of the salient points. You might also wish to refer to the appropriate sections of the Board Manual Template.

Decide if you will handout the Clinic's bylaws at the meeting or if you will ask board members in advance to

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bring them to the meeting. If you have any pertinent resolutions, make sure you have copies or ask board members to bring copies of these as well. Open the discussion by explaining that the By-laws of an organization provide the ongoing rules by which the organization functions as a non-profit entity. Highlight the key aspects of your clinic's bylaws and how you go about writing and amending them.

Explain that it is important to ensure that the By-laws are unambiguous so that the rules for the proper functioning of the organization, its Board, and its meetings will be understood by everyone.

Take one or two aspects of your key bylaws and ask board members to offer their interpretation of same. Discuss. (5 minutes)

Repeat the same process with any key Resolutions. (5 minutes)

Handout any Codes that your clinic has adopted (Conflict of Interest, Conduct of Board Members, Ethics, etc.)

Repeat the same process. (5 minutes)

5. Equipment and Materials Needed

Board Manual Template (see 'note' below)

Copies of your clinic's bylaws, resolutions and codes

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Note – The Board Manual Template is available at www.onboardlegalclincs.org if you have any questions about the template or any of the Bite Size Pieces modules, send an email by clicking on “Feedback” on the Home Page.

6. Timeframe

15 minutes

7. Facilitator Notes

Note – Use this section to make your own notes about the session. Be sure to share anything of an evaluative nature when the session is over.

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8. Results/Evaluation

Please make enough copies of the Evaluation form (page 5-6) and have each participant complete and hand in to you at the end of the session

Note – Evaluation is an important part of our training success! Please ask all participants to complete an evaluation form.

9. Next Steps

Consider adding another Bite Size Piece module to your next agenda.

Ask a volunteer to lead the next session

Encourage all board members to visit:
www.onboardlegalclinics.org to sign up for automatic updates on board learning and development

Tip – why not download the ‘Bite Size Pieces Board Training Grip’ which your board can use to track what training has been covered and who has been a session leader?

Bite Size Pieces

Evaluation

Name of Clinic:

Module Name: Bylaws, Resolutions and Codes

Date:

Module Number: Three

About this Module

(To be completed by all participants and the session leader)

This material contributed to a better understanding of the topic

Disagree Neutral Agree Strongly Agree

The Content was relevant

Disagree Neutral Agree Strongly Agree

The content was organized and easy to follow

Disagree Neutral Agree Strongly Agree

The time spent on this module was worth it

Disagree Neutral Agree Strongly Agree

For an introductory session, the level of the content material was:

Too Advanced Just Right Too Basic

This module could be improved by:

Bite Size Pieces

Evaluation

About Bite Size Pieces Training

(To be completed by all participants and the session leader)

This is an easy and cost-effective way to learn

Disagree Neutral Agree Strongly Agree

I like making learning a board agenda topic

Disagree Neutral Agree Strongly Agree

Everyone on the board should take a turn at leading a session

Disagree Neutral Agree Strongly Agree

About the Bite Size Pieces Facilitation

(To be completed by the session leader)

I found the facilitation notes and material easy to follow

Disagree Neutral Agree Strongly Agree

I enjoyed my role as session leader

Disagree Neutral Agree Strongly Agree

Session Leader. Please provide a copy of this evaluation form to each participant and ask that it be completed and returned to you at the end of the session.

Tabulate all results on a separate sheet and fax to the BSWG at: 1-866-674-6714. You can also send an email of the results to: contact@onboardlegalclinics.org