

Word 2007 - Instructions for Working with Constitution & Bylaws Template

- (1) Complete Contact Sheet by tabbing
- (2) Review Checklist
- (3) First page of C&B – Drop Down Box – Select Division (Your Division must be moved to Top of Box in order to select it)

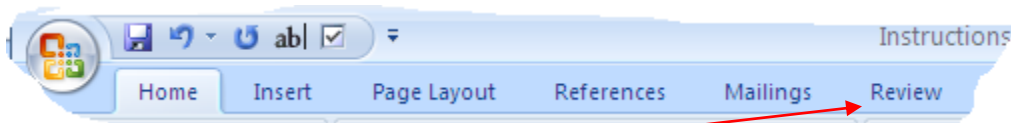
→ **ESP Region**
Eastern Division
Cumberland (County)

- a. Tab to Local # (fill in Number)
- b. Tab to County (Type your County)
- c. Tab to (Insert name of local)

→ **Education Support Professionals**

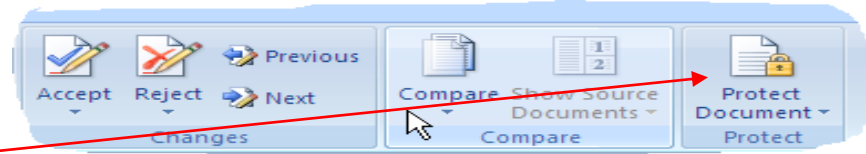
- d. Tab to Section 1 (Insert name of Local)
- e. Tab to Article III (Insert School District)
- f. Tab to Article IV (Select Option 1 or Option 2) by clicking in box
- g. Tab to Article VI, Section 3 (Type in number of meetings (i.e. one, two, or three, etc.) and then tab to type in number (i.e. 1, 2 or 3, etc.)
- h. Tab to (written petition of ____) Type in percentage (20% of membership is recommended)
- i. Tab to BYLAWS, Article II: Membership, Section 1. (Type in School District)
- j. Tab to Article IV, Section 2, Include Section (Select Option 1 or Option 2 by clicking in box
- k. Tab to Article VI, Section 1 Optional (Select Option Yes or No by clicking in box)
- l. Tab to Article VI, Section 3, Option I (Select Option Yes or No by clicking in box)
- m. Tab to Article VI, Section 3, Option II (Selection Option Yes or No by clicking in box)
- n. Tab to LOCAL REVISED: Type in date of revisions.

Once this is completed, follow these simple steps to save a CLEAN COPY (Copy without the comments):



Click on Review

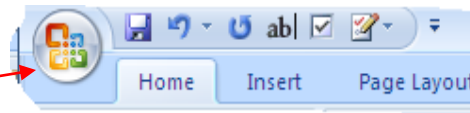
Click on Protect



Click on “stop protection” at bottom right-hand corner



Click on “Windows” symbol



Find Prepare Icon and click on it



Select **Inspect Document (save file when it asks you)**

Document Inspector will open – Select Inspect Icon at bottom of window

Document Inspector will ask “Remove All” —Select each “Remove All”

Select “Reinspect” and then close

Document should now be a “clean copy” —save file again on your computer