**AMERICAN HARP SOCIETY, INC.**

**CHAPTER BYLAWS TEMPLATE INSTRUCTIONS**

1. This file is in Microsoft Word format, and has fields to fill in blanks as needed.
2. Fill in the highlighted fields in the document with your chapter name (several places), date of bylaws adoption, chapter city or area, and chapter purpose.
3. Once complete, from the Word menu click

 “Review”

 “Restrict Editing”

 uncheck “Highlight the regions I can edit”.

 (You may also print a clean copy of the document to a printer or a PDF file without performing this step to turn off the highlights.)

1. Save with a new name, i.e., Big City Chapter Bylaws.docx or .pdf