

## Bylaws and Operating Procedures

This document exists solely to demonstrate how an Organization might go about publishing information to its constituents such that successive "Versions" of the document can be identified. It has no other purpose and is not intended for any other purpose.

### ***Version Stamp***

The key to "Version Stamping" is to developing a couple of standards, as:

1. All Organization documents will have a standard Footer
2. The Footer will always contain (at a minimum) the document Version Stamp

For the purposes of this demonstration, the Footer will be in the form of a character string that starts with the literal "Version" and then a series of 3 digits separated by a period, as "Version 1.2.5". Usually, the date of publication works well, but the key here is that your Organization simply selects a standard that has an implied sequence to it. For our purposes, a document with a Version Stamp of "Version 2.3.8" is more recent or more current than "Version 1.2.5" as the 238 value is "greater than" 125.

If you use a date as a Version Stamp, the more recent date is the latest document (kind of obvious, isn't it?). Again, the key is that the Version Stamp is used in all versions of the document so that, over time, multiple versions of the same document can be placed into a chronological order.

### ***Revision Control***

It is also important to be able to portray changes that are made to a document. Microsoft Word provides a mechanism called "Revision Marks" that implements an effective **Revision Control** mechanism. RidgeStar recommends that you experiment with this yourself ~~and to~~ determine how to make use of it within your Organization.

However, if Revision Control is something that you are not comfortable with, it's not a critical thing. However, it can be handy over the long run ~~and help remember what was recently changed-~~