

Instructions for Proposal to Amend Bylaw or Standing Rule

Due by January 1, 2020

1. **Title:** In 10 words or fewer, describe what this amendment proposes to do. For example, "Reduce the number of members for submitting a bylaws amendment."
2. **Bylaw or Standing Rule Article and Section Affected:** Provide the descriptive words as well as the number. For example, "Article IX Amendments, Section 1. Proposed Amendments."
3. **State the specific change proposed—what is it you're trying to do:** For example, "Change the number of individual members required to submit a bylaws amendment from 20 to 10."
 - 3a. **If Adopted:** Show the exact wording of the bylaw or standing rule that would appear in the NARFE National Bylaws when published. For example: "A chapter, federation executive board, a federation conference/annual meeting, the NEB, any committee designated by the NEB, or a group of ten members in good standing may submit proposed amendments to these bylaws."
 - 3b. **Reason the change should be adopted:** Try to be as brief as the subject allows, but fully support the proposed amendment. For example: "Requiring twenty individual members to together submit an amendment to the bylaws is too restrictive and prevents individual members from participating in the bylaws amendment process."
4. **Estimated cost:** Many changes result in administrative cost only; however, some can involve significant costs. The membership cannot evaluate the proposed amendment without having some estimate of the costs involved if the amendment is adopted. Refer to the National Secretary/Treasurer for assistance.
5. **Submitted by:** Provide all requested information in case you have to be contacted. If submitted by a group of 20 members as required in the 2018 bylaws, the information on all the members must be listed on the Member Endorsements form on page 3.
6. **Method of proposal:** The ones listed are the only eight options provided in the bylaws for the initiation of a bylaw or standing rule amendment.

Submitting Bylaw and Standing Rule Amendments

1. **Proposals submitted by individual members must have an endorsement by 20 members in good standing. Use the attached Member Endorsements form on page 3.**
2. Bylaw and Standing Rule Amendments should be forwarded to the National Secretary/Treasurer as soon as written, using the Form F-3C from the NARFE website, www.narfe.org.
3. For bylaw and standing rule amendments sent from chapters via a federation and for federation executive board or federation membership amendments, federation secretaries should:
 - a. Submit Bylaw and Standing Rule Amendments as soon as received to NARFE Headquarters. Completed F-3C can be submitted preferably by email to resbylaws@narfe.org or can be mailed to National Secretary/Treasurer, 606 N. Washington St., Alexandria, VA 22314-1914 by January 1, 2020. If mailed, must be postmarked NLT January 1, 2020.
 - b. Report federation action immediately after the federation voting to NARFE Headquarters at resbylaws@narfe.org.
4. Assignment of Bylaw and Standing Rule Amendments:
Office of the National Secretary/Treasurer will assign properly completed Bylaw and Standing Rule Amendment forms to the Bylaw and Resolution Committee for action.
5. The National Secretary/Treasurer will return any Bylaw or Standing Rule Amendments not complying with these instructions to the originating federation or chapter with an explanation of the reason for not accepting the amendment.

Proposal to Amend Bylaw or Standing Rule
Member Endorsements

	Membership Number	Print Name	Signature	Date
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