



FEDERAL BENEFITS EXPERTS

606 North Washington Street
Alexandria, Virginia 22314-1914
(703) 838-7760 • FAX (703) 838-7784

Proposal to Amend Bylaws or Standing Rules

Submit to Bylaws2021-22@narfe.org | Due by February 15, 2022
Please follow instructions on page 2 of this form.

_____ **Date:** _____
(For HQ use – please leave blank)

1. **Title:** _____

2. **Bylaws Article** **Standing Rules and Section affected:** _____

3. **State the specific change proposed:** *(Fill in a and b)*

a. **If Adopted:**

b. **Reason the change should be adopted** *(Limit to no more than three paragraphs):*

4. **Estimated Cost:** _____

5. **Submitted by:** _____
Name Membership #

_____ Chapter/Federation _____ Email _____ Contact Phone Number

6. Method of proposal:

- a. Chapter # _____ direct to National Headquarters
- b. Chapter via a Federation: Chapter # _____, Federation _____
Date adopted by Federation _____
- c. Federation Executive Board direct to National Headquarters: Federation _____
- d. Federation Executive Board via Federation Voting: Federation _____
Date adopted _____
- e. Federation Voting to National Headquarters: Federation _____
Date adopted _____
- f. 20 members direct to National Headquarters *(Complete form on page 3)*
- g. National Executive Board
Date of meeting when adopted _____
- h. Committee designated by the NEB: Committee _____

7. **Reviewed by National Secretary/Treasurer:** _____
Name Date

Please use a Word Document if additional space is needed.

Instructions for Proposal to Amend Bylaws or Standing Rules of 2020 NARFE Bylaws, As Adopted September 2, 2020 (FH-4) published on January 1, 2021

(The bylaws selected for use as a sample does not indicate any preparation or acceptance for submission. It is used for purposes of an example only.)

Due by February 15, 2022

1. **Title:** In 10 words or fewer, describe what this amendment proposes to do. For example, "Reduce the number of members submitting a bylaws amendment" or "Change procedure for filling an RVP vacancy."
2. **Bylaws or Standing Rules Article and Section Affected:** Provide the descriptive words as well as the number. For example, "Article XII - Amendments, Section 1. Proposed Amendments."
3. **State the specific change proposed—what is it you're trying to do;** it should be in the form of a motion. 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 bylaws or standing rules 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 submit an amendment to the bylaws is too restrictive and prevents individual members, especially national-only members, from participating in the bylaws amendment process."
4. **Estimated cost:** Many changes result in administrative costs only; however, some can involve significant costs. If the proposed amendment will result in programming the data management system (AMS) or changes in the printed form or additional staffing, more than likely a cost will be associated with the adopted amendment. The membership cannot evaluate the proposed amendment without having some estimate of the costs involved if the amendment is adopted. Refer to the office of the National Secretary/Treasurer (Bylaws2021-22@narfe.org) 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 2020 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 bylaws or standing rules amendment.

Submitting Bylaws and Standing Rules 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. Bylaws and Standing Rules Amendments should be forwarded to the National Secretary/Treasurer (Bylaws2021-22@narfe.org) as soon as written, using the Form F-3C from the NARFE website, www.narfe.org.
3. For bylaws and standing rules amendments sent from chapters via a federation and for federation executive board or federation membership amendments, federation secretaries should:
 - a. Submit Bylaws and Standing Rules Amendments as soon as approved by the appropriate NARFE official and signed to NARFE Headquarters. Completed F-3C can be submitted preferably by email to Bylaws2021-22@narfe.org and must be received by 11:59 pm ET, February 15, 2022 or can be mailed to National Secretary/Treasurer, 606 N. Washington St., Alexandria, VA 22314-1914. If mailed, it must be postmarked *no later than February 15, 2022*.
 - b. *Report federation action immediately after the federation voting to NARFE Headquarters at **Bylaws2021-22@narfe.org**.*
4. **Assignment of Bylaws and Standing Rules Amendments:** Office of the National Secretary/Treasurer will forward properly completed Bylaws and Standing Rules Amendment forms to the Bylaws Committee for action.
5. The National Secretary/Treasurer will return any Bylaws or Standing Rules Amendments not complying with these instructions to the originating federation, chapter, or national-only members with an explanation of the reason for not accepting the amendment.

Proposal to Amend Bylaws or Standing Rules of the NARFE 2020 Bylaws

Title: _____

Member Endorsements

	Membership Number	Print Name	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				