



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 bylawamend@narfe.org | Due by March 1, 2026 *Please follow instructions on page 2 of this form.*

_____ (For HQ use – please leave blank)

Date: _____

1. Title: _____

2. Bylaws Article Standing Rules and Section affected: _____

3. State the specific change proposed: *(Fill in a and b) Please use Word Document if additional space is needed*
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. 10 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 _____
- i. Is this a resubmission? yes no

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 NARFE Bylaws, As Adopted October 1, 2024 (FH-4) published January 2025

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

Due by March 1, 2026

1. **Title:** In 10 words or fewer, describe what this amendment proposes to do. For example, “Eliminate reference to honorary members shall not pay NARFE dues” 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, “Bylaw Article V – MEETINGS, Section 1. Annual Membership Meetings” or “Standing Rule II – OFFICERS AND THEIR DUTIES, Section 1.B.3.”
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, “Delete the words “Honorary members shall not pay NARFE dues, but chapter dues requirements are at the discretion of the applicable chapter.”
 - 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: “Ensure that the association’s dedicated funds, i.e., NARFE-PAC Life Membership Trust Fund, NARFE Contingency Fund, and any other Funds so designated by the NEB, shall not be commingled with any other funds or used for collateral for any obligation not specifically authorized in the 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: “As designated and restricted Funds are no longer needed, are closed, or expire, they should be deleted from the National Bylaws and Standing Rules as no longer having relevance to the management of the association.”
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 (bylawamend@narfe.org) for assistance.
5. **Submitted by:** Provide all requested information in case you must be contacted. If submitted by a group of 10 members as required by National Bylaw Article XII – Amendments, Section 1. Proposed Amendments, the information on all the members must be listed on the Member Endorsements form, page 3.
6. **Method of proposal:** The ones listed on page 1 of this form are the only eight options provided in the National Bylaws for the initiation of a bylaws or standing rules amendment.

Submitting Bylaws and Standing Rules Amendments

- I. **Proposals submitted by individual members must have the endorsement of 10 members in good standing. Use the attached Member Endorsements form on page 3.**
- II. Proposed Bylaws and Standing Rules Amendments should be forwarded to the National Secretary/Treasurer (bylawamend@narfe.org) as soon as written, using the Form F-3C from the members’ tab of the NARFE website, www.narfe.org.
- III. 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 bylawamend@narfe.org and must be received by 11:59 pm ET, March 6, 2026 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 March 6, 2026.
 - b. *Report federation action immediately after the federation voting to NARFE Headquarters at bylawamend@narfe.org*
- IV. **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.
- V. 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 and how to resubmit.

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

Title: _____

Member Endorsements

	Membership Number	Print Name	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				