

**National Active and Retired Federal Employees (NARFE)
Virginia Federation of Chapters (VFC)**

Proposed Bylaw/Standing Rule Amendment

(Please follow instructions on reverse side of this form)

Date: _____

1. **Title:**

2. **Bylaw Article and Section affected (or Standing Rule number):**

3. **State the specific change proposed:**

4. **Provide a comparison of what is in the bylaws (or standing rules) now, with the adjustment proposed and how it will look if adopted.**

4a. **Current Bylaws (or standing rules):**

4b. **If adopted:**

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

6. **Estimated cost:**

7. **Submitted By:**

Chapter Number: _____ **Chapter Name:** _____

Instructions for Proposed Bylaw Amendment (or Standing Rule) Amendment Form

Please read before completing reverse side!

1. Title: In 10 words or less describe what this amendment proposes to DO, such as “Raise member dues,” “Increase number of meetings of VFC Board,” and “Increase Chapter Dues to VFC.”
2. Bylaw Article and Section affected: It would be helpful to provide the descriptive words as well as the number. For example: Article IV, Nominations and Elections, Section 3, Elections
3. State the specific change proposed: This should be in the form of a motion to amend, indicate the words (or sections) to be inserted, struck out, or replaced (strike out and insert/substitute). For example: strike out “two (2)” and insert “three (3).”
4. Provide a comparison of what is in the bylaws now, with the adjustments proposed, and how it will look if adopted. While section 3 of this form provides the words of the motion, section 4 helps the members understand what exactly happens if that motion is adopted.
5. Reason the change should be adopted: Try to be as brief as the subject allows but fully support the proposed amendment.
6. Estimated cost: Many changes to the bylaws result in administrative cost only; however, some can involve significant cost. The membership cannot evaluate the proposed amendment without having some estimate of the cost involved if the amendment is adopted. Refer to the VFC Treasurer for assistance.
7. Chapter Number and Name submitting the proposed Bylaw/Rule amendment.

Submitting Resolutions

All resolutions amending VFC Constitution or Bylaws shall be submitted to the VFC Secretary and to the Constitution & Bylaws Committee Chair at least 100 days before the convention.

VFC Convention Procedures

For each Bylaw/Standing Rule Amendment referred, the Bylaws Committee may amend, combine with similar resolutions, or prepare a substitute, then recommend adoption, adoption as amended, or rejection.

NOTE: The VFC Secretary will return any Bylaw/Standing Rule Amendment not complying with these instructions to the originating chapter with an explanation of the reason for not accepting the Amendment.