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

Proposed Bylaws Amendment
(Page 2 of this form provides information on how to prepare this form)

Date:

1. Title:

2. Bylaws Article and Section affected:

3. State the specific change proposed:

4. Provide a comparison of what is in the bylaws now, with the adjustment proposed and how it will look if adopted.

   4a. Current Bylaws:

   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: ____________________________

   VFC Board / Executive Committee: ____________________________
Instructions for Proposed Bylaws Amendments
Please read before preparing a Proposed Bylaws Amendment!

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,” or “Increase Chapter Dues to VFC.”

2. Bylaws 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 Proposed Bylaws Amendments
All proposed VFC Bylaws Amendments must be submitted to the VFC Constitution & Bylaws Committee Chair and to the VFC Secretary at least 100 days (January 9, 2016) before the VFC Convention.

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VFC Convention Procedures
For each proposed Bylaws Amendment submitted, the Constitution and Bylaws Committee may amend, combine with similar proposed amendments, or prepare a substitute proposed amendment, for adoption, adoption as amended, or rejection by a ballot vote at the VFC Convention.

NOTE: The VFC Secretary will return any proposed Bylaws Amendment that does not comply with these instructions to the originating Chapter with an explanation of the reason for not accepting the proposed Bylaws Amendment.