



FEDERAL BENEFITS EXPERTS

606 North Washington Street
Alexandria, Virginia 22314-1914
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Proposal to Amend Bylaws or Standing Rules

Submit to jlittle@vanarfe.org | Due by February 16, 2025

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 2022 NARFE Bylaws, As Adopted August 31, 2022 (FH-4) published on March 2023

*(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 8, 2024**

1. **Title:** In 10 words or fewer, describe what this amendment proposes to do. For example, “Eliminate reference to Joe Woodruff Memorial Trust Fund and NARFE Meeting Fund” 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, “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 Joe Woodruff Memorial Trust Fund and NARFE Meeting Fund which have been closed and inactive for many years.”
  - 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 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 (Bylaws2024@narfe.org) for assistance.
5. **Submitted by:** Provide all requested information in case you have to be contacted. If submitted by a group of 10 members as required in the 2022 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 on page 1 of this form 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**

- I. Proposals submitted by individual members must have an endorsement by 10 members in good standing. Use the attached Member Endorsements form on page 3.
- II. Bylaws and Standing Rules Amendments should be forwarded to the National Secretary/Treasurer (Bylaws2024@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 Bylaws2024@narfe.org and must be received by 11:59 pm ET, March 8, 2024 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 8, 2024*.
  - b. *Report federation action immediately after the federation voting to NARFE Headquarters at Bylaws2024@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 2022 Bylaws**

**Title:** \_\_\_\_\_

*Member Endorsements*

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