



NARFE

NATIONAL ACTIVE AND RETIRED FEDERAL EMPLOYEES ASSOCIATION

Washington State Federation Of Chapters

WSFC Reference No. _____

Proposed Bylaws Change/ Convention Resolution

Please follow instructions on reverse side of this form.

NOTE: This form is to be used for **FEDERATION BYLAWS CHANGES/RESOLUTIONS ONLY**. If your resolution will be forwarded to the National Convention for consideration or will require a change to the **NATIONAL BYLAWS**, you must use NARFE Form F-3a.

FEDERATION BYLAWS REFERENCE (Article/Section/Paragraph) _____

SUBJECT: _____

1. **WHEREAS:** (*The Bylaws now read: [quote applicable portions of current bylaws or, if not a bylaws change, state the reason for the resolution.] (if more space is needed, please continue on a separate page identified as: No.1 continued.)*);

2. **AND WHEREAS:** (*include rationale for the bylaws change or resolution.*) (if more space is needed, please continue on a separate page identified as: No.2 continued.)

3. **BE IT RESOLVED:** (*Proposed NEW wording, by article, section, and subsection.*) (if more space is needed, please continue on a separate page identified as: No.3 continued.)

4. **ESTIMATED ANNUAL COST:** \$ _____

SUBMITTED BY CHAPTER: _____ DATE: _____

ATTEST: _____ and _____
Chapter President Chapter Secretary

FEDERATION ACTION:

Committee Recommendation: _____

Convention Final Action: _____

Instructions for Proposed Bylaws Change/ Convention Resolution

Please read before completing WSFC Form 4!

1. Proposed Bylaw Changes **MUST CLEARLY IDENTIFY THE CURRENT BYLAWS ARTICLE, SECTION, AND SUBSECTION TO BE CHANGED.** A line is provided for this purpose at the beginning of the form.
2. Each proposed Bylaw Change or Resolution may have only **ONE SUBJECT.** The subject should be brief; just a few words for identification and purpose.
3. Paragraphs 1 & 2 - The WHEREAS clauses should be brief, but where necessary, may be continued on a separate sheet. WHEREAS clauses must state the specific reasons for the resolution. Recommend the WHEREAS clauses be kept to the minimum number required to clearly set forth the reasons; too many clauses get cumbersome and may be difficult to understand. If this is a Bylaw Change, the first WHEREAS should state the current language of the bylaws reference you want to change. The second WHEREAS should state the **changes you propose** (i.e. add, delete, or new language) and a brief reason for the proposed change.
4. Paragraph 3 - The RESOLVED clause must state the exact action proposed (without referring to the WHEREAS clauses). This section, too, may be continued on a separate sheet, if necessary. If this is a proposed Bylaw Change, the RESOLVED clause must state the way the **bylaws will read if changed** by your proposal.
5. Paragraph 4 - Give an **estimated annual cost** to the Federation (if any) should your proposed change be adopted. (Hint: New forms, more federation officials, additional committees, etc. cost money.)

Submitting Proposed Bylaws Changes/Convention Resolutions.

The original, signed form (WSFC Form 4) must be mailed to the Federation Secretary to be received not later than **60 calendar days prior** to the start of the annual meeting (convention) (Article IX, Section 1, paragraph (a) and Article III, Section 3, paragraph (c)).

NOTE: The Federation Secretary will return to the originating chapter any Proposed Bylaw Change/Convention Resolution not complying with these instructions, with an explanation of the reason for non-acceptance. Chapters are encouraged to submit their forms early so, if it is necessary to return them, they may be resubmitted before the 60 day deadline. **No Proposed Bylaw Changes or Convention Resolutions will be accepted for consideration after the deadline has passed.**

All forms should be typed or computer generated if possible. The Microsoft Word format can be made available to any chapter officer upon request to the Federation Secretary (either floppy, CD, or email attachment). Any document not typed or computer generated must be clearly printed in a dark ink so it may be reproduced.